



Notice

City Commission Regular Meeting

7:00 pm

Monday, October 3, 2016

Commission Chambers, Governmental Center

400 Boardman Avenue

Traverse City, Michigan 49684

Posted and Published: 09-29-2016

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

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

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

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

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

Welcome to the Traverse City Commission meeting!

Agenda

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

Pledge of Allegiance

1. Roll Call

Presentation by Mayor Jim Carruthers of a proclamation celebrating Habitat for Humanity Grand Traverse Region's 30-year anniversary to Habitat for Humanity Executive Director Wendy Irvin.

Appreciation from City Manager Marty Colburn and Elmwood Township Supervisor Jack Kelly to Traverse City Fire Chief Jim Tuller for his professional assistance with the Elmwood Township Fire Department.

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 September 19, 2016, and September 26, 2016. (Approval recommended) (Marty Colburn, Benjamin Marentette)
- b. Consideration of enacting an amendment to the Traverse City Code of Ordinances which would provide that the City Clerk issue notice of a public hearing for special improvement districts rather than the City Assessor. (Enactment recommended) (Marty Colburn, Benjamin Marentette)
- c. Consideration of adopting a resolution recognizing Midtown Condominium Association as a City Neighborhood Association. (Adoption recommended) (Marty Colburn, Benjamin Marentette)
- d. Consideration of casting the ballot for the Board of Directors for the Michigan Municipal League Liability and Property Pool. (Approval recommended) (Marty Colburn)
- e. Consideration of authorizing a confirming service order for the emergency repair of a police vehicle that was damaged at no fault of the police officer's, with the full cost of the repair to be reimbursed by the city's insurance carrier. (Approval recommended) (Marty Colburn, Dave Green) (5 affirmative votes required)
- f. Consideration of approving the renaming of Triangle Park to Jupiter Gardens, as recommended by the Parks and Recreation Commission and supported by the North Traverse Heights Neighborhood Association. (Approval recommended) (Marty Colburn, Dave Green)
- g. Consideration of authorizing an agreement for the City to assume ownership of the sanitary sewer lines and associated infrastructure, for the portion of the City located in Leelanau County. (Approval recommended) (Marty Colburn) (5 affirmative votes required)
- h. Consideration of approving a refund to Munson Medical Center in connection as a result of an overcharge on its sewer bill. (Approval recommended) (Marty Colburn, William Twietmeyer) (5 affirmative votes required)

- i. Consideration of approving the distribution of an amendment to the Master Plan to neighboring jurisdictions for comments, with the City Commission to consider the amendment following the allotted timeframe for comments. (Approval recommended) (Marty Colburn, Russell Soyring)

Items removed from the Consent Calendar

- a.
- b.
- c.

3. Old Business

- a. Public Hearing on the assessment roll for Special Improvement District SID 2016-004 which would cause the paving of an existing alley south of East Front Street and east of Wenonah Street, and consideration of adopting the necessary resolution to approve the district and adopting the related budget amendment. (Marty Colburn, Polly Cairns, Timothy Lodge) (5 affirmative votes required)
- b. Consideration of authorizing a change order to the 2016 Pavement and Resurfacing Phase 1 contract to pave the alley south of East Front Street and east of Wenonah Street, in connection with Special Improvement District 2016-004. (Marty Colburn, Timothy Lodge) (5 affirmative votes required)
- c. Consideration of authorizing a contract for the Parking Lot D and Boardman River Boat Launch Improvements Project, with a substantial portion of the project cost being paid for by a Michigan Waterways Commission grant and a contribution from Hagerty Insurance. (Marty Colburn, Timothy Lodge) (5 affirmative votes required)

4. New Business

- a. Consideration of scheduling a public hearing for November 7, 2016, on a request from Munson Medical Center to vacate a portion of Sixth Street for a family birth and children's center at 1105 Sixth Street. (Marty Colburn, Russell Soyring)
- b. Consideration of a request from Commissioner Tim Werner for the City Commission to adopt a resolution recognizing October 5, 2016, as Traverse City Walks to School Day, which is organized by Norte! Youth Cycling. (Commissioner Tim Werner)
- c. Consideration of adopting a resolution in support of the Local Streets, Roads, Highways and Bridges Repair and Improvement Millage Renewal Proposal, which will be on the November 8, 2016, ballot. (Marty Colburn)
- d. Consideration of a recommendation from the Parks and Recreation Commission for \$4,500 in Brown Bridge Trust Parks Improvement Fund dollars to be allocated for improvements to Wags West, with matching funds provided by donors. (Marty Colburn, Dave Green)
- e. Consideration of a request from Mayor Jim Carruthers for the City Commission to consider the request from Fern Spence for the City to remove the deed restriction on 1430 Wayne Street. (Mayor Jim Carruthers) (Possible closed session) (5 affirmative votes required to enter into closed session)

5. Appointments

- a. Consideration of approving the appointment of a Downtown Development Authority Board representative to the Arts Commission. (Marty Colburn, Katie Zeits)

6. Reports, Announcements and Correspondence

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

- a. Reports, announcements and correspondence from the City Manager.
- b. Announcements from the City Clerk.
- c. Reports, announcements and correspondence from the Mayor and City Commissioners.
- d. Reports and correspondence from other City officials, boards and committees.
 1. Reports from members of the Commission serving on boards.
 2. Report from the City Commission Ad Hoc Committee on the status of a proposed policy for Payment-in-Lieu-of Taxes (PILOT) arrangements.
 3. Minutes of the Act 345 Retirement System Board Meeting of June 29, 2016.
- e. Reports and correspondence from non-City officials.
 1. Minutes of the Traverse Area District Library Board of Trustees meeting of August 18, 2016.
 2. Monthly Operations Report for the Wastewater Treatment Plant from CH2M for August 2016.

7. Public Comment

- a. Reserved.

None.
- b. General.
- c. Mayor and City Commissioners.

8. Adjournment

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

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**PROCLAMATION CELEBRATING
HABITAT FOR HUMANITY GRAND TRAVERSE REGION
30 YEAR ANNIVERSARY**

Founded in 1986, Habitat for Humanity Grand Traverse Region has been faithfully serving the Grand Traverse, Leelanau, and Kalkaska counties for 30 years. Through blood, sweat, and tears, the many employees and volunteers of Habitat for Humanity have sought to put God's love into action by building homes, communities, and hope.

For three decades, Habitat for Humanity has been a leader in the local and national housing industry as well as an example of positive community engagement. Habitat for Humanity has been able to multiply its impact through partnerships with many local businesses, churches, and organizations. When our family, friends, and neighbors help build Habitat homes, they are learning to care for their fellow community members.

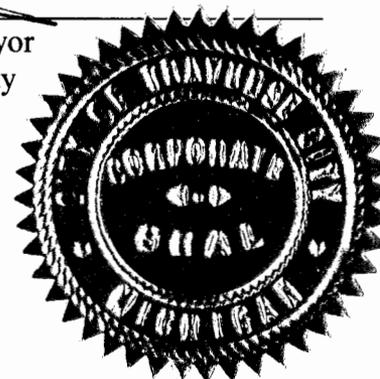
As our region continues in its tradition of growth, and as it continues to catch the eye of people all over the nation, Habitat for Humanity has steadily sought to bring affordable housing when it was needed most.

Habitat for Humanity has understood that healthy families and individuals result in a strong community. Through providing affordable and quality housing solutions, Habitat families have become a part of our region's firm foundation.

This is why I, Jim Carruthers, Mayor of Traverse City, commend Habitat for Humanity Grand Traverse Region for 30 years of faithfully bringing homes and hope to Traverse City and recognize the hard work of every staff member, volunteer, and partner family. I encourage all citizens to engage in volunteer opportunities with Habitat for Humanity as you will undoubtedly experience positive personal development, neighborly love, and the fulfillment of spurning on community growth in our great city.

A handwritten signature in black ink, appearing to read "Jim Carruthers".

Jim Carruthers, Mayor
City of Traverse City





The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF OCTOBER 3, 2016

DATE: SEPTEMBER 29, 2016

FROM: ^{MC}MARTY COLBURN, CITY MANAGER

SUBJECT: MINUTES

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

- September 19, 2016 Regular Meeting
- September 26, 2016 Joint Study Session

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

that the minutes of the September 19, 2016, Regular Meeting, and the September 26, 2016, Joint Study Session, be approved.

MC/kem

k:\tcclerk\city commission\minutes

Minutes of the
City Commission for the City of Traverse City
Regular Meeting
September 19, 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.

Moved by Richardson, seconded by Shamroe, that City Commission Rule 9(a) be suspended to add the following item as Old Business 3(a) to the agenda: "Consideration of a request from The Woda Group for the City Commission to extend the date by which construction must commence in connection with its PILOT at 520 Railroad Avenue to September 19, 2017."

Roll Call:

Yes - Haas, Howe, Shamroe, Werner, Richardson, Carruthers.

No - Lewis.

CARRIED.

As requested by Mayor Pro Tem Ross Richardson, Agenda Item 2(h) was removed from the Consent Calendar for individual consideration by the Commission.

As requested by Commissioner Tim Werner, Agenda Item 2(f) was removed from the Consent Calendar for individual consideration by the Commission.

As requested by Rick Buckhalter, 932 Kelley Street, Agenda Item 2(c) was removed from the Consent Calendar for individual consideration by the Commission.

2. Consent Calendar

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

- a. the minutes of the September 6, 2016, Regular Meeting, the September 12, 2016, Joint Study Session, be approved.
- b. the City Manager be authorized to declare Vehicle #54, a 2007 Dodge Dakota Pick-up, Vehicle #79, a 1999 Ford F150 Pick-up, and Vehicle #81, a 2005 Ford F150 Pick-up surplus, and the City Manager be authorized to issue a purchase order to Signature Ford of Owosso, in the amount of \$91,862 for the purchase of three 2017 Ford F150 Pick-ups to be used by the Streets, Parks and Recreation, and Water and Sewer Maintenance Divisions, with funds available in the Garage Fund for these planned replacements.
- c. Removed from the Consent Calendar.
- d. the Mayor and City Clerk execute an amendment to the agreement with the Catholic Diocese of Gaylord (originally authorized September 16, 2013), for the Diocese to pay the city at a rate of \$3,041.66 per month, plus any related overtime cost for the City's provision of maintenance, administrative and burial services for the Oakwood Catholic Cemetery, and that the City share office space with the Diocese, with a sharing of utility costs, for a period ending October 1, 2019, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney.
- e. the Resolution Establishing Fees For Hickory Hills Ski Area for 2016-2017 Season be adopted.

- f. Removed from the Consent Calendar:
- g. the Mayor and City Clerk execute an agreement with the Grand Traverse Conservation District, for a three-year period (January 1, 2017, through December 31, 2019), for resource management services at the Brown Bridge Quiet Area in the amount of \$42,500 per year, with funds available in the Brown Bridge Property Maintenance Fund; and that the Mayor and City Clerk execute a lease agreement with the Grand Traverse Conservation District, for a three-year period (January 1, 2017, through December 31, 2019), for the lease of the City-owned caretaker's residence at Brown Bridge, with such agreements subject to approval as to their substance by the City Manager and their form by the City Attorney.
- h. Removed from the Consent Calendar.
- i. that an amendment to the Traverse City Code of Ordinances, *Public Hearing Notice for Special Assessment Districts*, Section 232.03, which would provide that the City Clerk mail notice of special assessment district public hearings rather than the City Assessor, be introduced and scheduled for possible enactment on October 3, 2016.
- j. the First Amendment to the Articles of Incorporation for the City of Traverse City and Charter Township of Garfield Recreational Authority to allow the authority to transfer property to other parties upon approval of the Charter Township of Garfield's Board of Trustees and the City Commission, be approved; and that the City Commission approves the granting of a wetland conservation easement by the City of Traverse City and Charter Township of Garfield Recreational Authority related to the construction of Silver Drive, as approved by the City of Traverse City and Charter Township of Garfield Recreational Authority at its September 7, 2016, meeting; and that the wetland conservation easement related to the construction of Silver Drive as delineated in the materials with the September 19, 2016, packet, be granted to the Michigan Department of Environmental Quality as approved by the City electorate on November 3, 2015; and finally, that the Mayor and City Clerk be authorized to execute related documents related to these matters.

CARRIED unanimously.

Items removed from the Consent Calendar

a.

Consideration of approving a change order to the 2015 Pavement Preservation Contract to provide for the construction and paving of 85 new parking spaces in Lot V, at 145 West Front Street.

The following addressed the Commission:

Rob Bacigalupi, Downtown Development Authority Executive Director
Marty Colburn, City Manager

Moved by Lewis, seconded by Richardson, that that the Mayor and City Clerk execute a unit prices change order to the contract with Elmer's Crane and Dozer for the 2015 Pavement Preservation Project (originally authorized September 8, 2015), in the amount of \$100,000, more or less, which would provide for the construction and paving of 85 parking spaces, more or less, in Lot V (145 West Front Street) at the unit prices submitted by Elmer's Crane and Dozer, with funds available in the Parking System Fund, such change order subject to approval as to its substance by the City Manager and its form by the City Attorney; and further that in three years, if the proposed structure has not begun, this parking lot shall be brought back before the City Commission for discussion on additional improvements.

Rick Buckhlater, 932 Kelley Street

CARRIED unanimously.

b.

Consideration of authorizing a service order for downtown snow plowing and hauling services.

Moved by Werner, seconded by Shamroe, that the City Manager be authorized to issue a blanket service order to Molon Excavating at the hourly rates

included with the packet for the September 19, 2016, meeting, for winter snow hauling/plowing for the 2016/2017 season, with the City Manager to be authorized to issue two additional one-year service orders at the same prices if service is determined to be satisfactory, with funds available in the various Streets and Traverse City Parking System Funds.

CARRIED unanimously.

c.

Consideration of authorizing a service order for the removal of dead trees.

The following addressed the Commission:

Rick Buckhalter, 932 Kelley Street
Marty Colburn, City Manager

Moved by Richardson, seconded by Werner, that the competitive bidding process be waived; and that the City Manager be authorized to issue a service order to Leonardo's Tree Service, Inc., in the amount of \$12,180 for the removal of 38 dead trees throughout the City, with funds available in the Parks and Recreation Fund.

CARRIED unanimously.

3. Old Business

3(a).

Consideration of a request from The Woda Group for the City Commission to extend the date by which construction must commence in connection with its PILOT at 520 Railroad Avenue to September 19, 2017.

The following addressed the Commission:

Marty Colburn, City Manager
Craig Patterson, The Woda Group

Moved by Richardson, seconded by Howe, that the Amended Resolution Granting Tax Exemption for the property at 520 Railroad Avenue to Depot Commons Limited Dividend Housing Association, LP, (as originally established by the City Commission on September 21, 2015, and amended March 21, 2016), which extends the expiration date of the PILOT to September 19, 2017, be adopted.

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

CARRIED unanimously.

4. New Business

4(a).

Consideration of supporting the Traverse City Arts Commission working with the Dennon Museum Center to request a David Barr sculpture for placement as public art in the City, with a formal proposal to be brought back to the City Commission for possible approval prior to installation.

The following addressed the Commission:

Marty Colburn, City Manager
Benjamin Marentette, City Clerk

Moved by Lewis, seconded by Shamroe, the City of Traverse City supports the Traverse City Arts Commission working with the Dennon Museum Center to request art for public display from the David Barr Estate, with final authorization to be obtained from the City Commission at a future date.

Mary Bevans Gillett, 1800 Wayne Street, Arts Commission Chairwoman
Rick Buckhalter, 932 Kelley Street

CARRIED unanimously.

4(b).

Consideration of authorizing a contract for the Parking Lot D and Boardman River Boat Launch Improvements Project, with a substantial portion of the project cost being paid for by a Michigan Waterways Commission grant and a contribution from Hagerty Insurance.

The following addressed the Commission:

Marty Colburn, City Manager
Tim Lodge, City Engineer
Nicole VanNess, Parking Services Administrator

Moved by Haas, seconded by Shamroe, the Mayor and City Clerk execute a unit prices contract with Elmer's Crane and Dozer in the amount of \$462,744.39, more or less, at the unit prices indicated in its bid, to include the cast-in-place alternate, 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.

Rick Buckhalter, 932 Kelley Street

Roll Call:

Yes - Haas, Shamroe, Richardson, Carruthers.

No - Howe, Lewis, Werner.

FAILED. (5 votes required)

4(c).

Consideration of authorizing an agreement for a transportation demand management study for suggested improvements to optimize parking facilities to leverage other modes of transportation.

The following addressed the Commission:

Marty Colburn, City Manager
Rob Bacigalupi, Downtown Development Authority Executive Director

Moved by Howe, seconded by Haas, the Mayor and City Clerk execute a contract with Nelson/Nygaard for a Transportation Demand Study in the amount of \$83,916, with funds available in the Parking Fund, such contract subject to approval as to its substance by the City Manager and its form by the City Attorney; and further that the City Manager be authorized to approve payment in an amount not-to-exceed \$10,000 for any additional public engagement services in connection with this matter, with funds available in the Parking Fund.

Rick Buckhalter, 932 Kelley Street

Roll Call:

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

No - Richardson.

CARRIED.

4(d).

Consideration of a request from Commissioner Gary Howe for the City Commission to adopt a resolution in support of a Traverse City to Charlevoix Trail.

Moved by Lewis, seconded by Shamroe, that the Resolution Supporting the Traverse City to Charlevoix Trail Concept, be adopted.

The following addressed the Commission:

Rick Buckhalter, 932 Kelley Street

CARRIED unanimously.

5. Appointments

5(a).

Consideration of approving a Mayoral appointment to the Downtown Development Authority Board of Directors.

Moved by Richardson, seconded by Lewis, that the Mayor's appointment of Scott Hardy to a four-year term expiring September 15, 2020, (seat previously held by John DiGiacomo), on the Downtown Development Authority Board of Directors, be approved.

The following addressed the Commission:

Benjamin Marentette, City Clerk
Scott Hardy, 521 Washington Street
Rick Buckhalter, 932 Kelley Street

Roll Call:

Yes - Haas, Howe, Lewis, Richardson, Carruthers.

No - Shamroe, Werner.

CARRIED.

5(b).

Consideration of approving a Mayoral appointment to the Planning Commission.

The following addressed the Commission:

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

Mike Grant, 619 Webster Street
Scott Hardy, 521 Washington Street

CARRIED unanimously.

5(c).

Consideration of approving the appointment of a Parks and Recreation Commission representative to the Arts Commission.

Moved by Richardson, seconded by Shamroe, that Matthew Ross be appointed as the Parks and Recreation Commission Representative on the Arts Commission, term expiring September 1, 2019.

CARRIED unanimously.

6. Reports and Communications

The following were received and filed:

- a. Reports, announcements and correspondence from the City Manager.
 - Introduction of Derek Melville, new Parks and Recreation Superintendent
- 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 Act 345 Retirement System meeting of May 25, 2016.
- e. Reports and correspondence from non-City officials.

7. Public Comment

The following addressed the Commission:

1. Reserved.

None

2. General.

Chris Maxbauer, 503 West Eighth Street, Grand Traverse County Board of Commissioners

3. Mayor and City Commissioners.

Commissioner Gary Howe
Commissioner Amy Shamroe
Commissioner Richard Lewis

8. Adjournment

There being no objection, Mayor Jim Carruthers declared the meeting adjourned at 9:17 p.m.



Benjamin Marentette, MMC
City Clerk

Approved: _____,
(Date) (Initials)



Minutes of the
City Commission for the City of Traverse City
Joint Study Session
With Planning Commission

September 26, 2016

A joint study session of the City Commission of the City of Traverse City and the Planning Commission was called to order at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 7 p.m.

The following Commissioners were present, constituting a quorum: 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.

Mayor Jim Carruthers presided at the meeting.

1. Presentation regarding the Envision Eighth Street Initiative.

The following addressed the Commission:

Marty Colburn, City Manager
Doug Farr, Farr and Associates
Russell Soyring, City Planning Director
Christina Bader, Farr and Associates

- 2.

Public Comment.

The following addressed the Commission:
Rick Buckhalter, 932 Kelley Street

Chris Maxbauer, 503 West Eighth Street
Todd Klepper, City business owner, The Filling Station Microbrewery
Don Coe, 211 Midtown Drive, Midtown Condominium Association
Cythia Brzak, 503 North Elmwood
Deni Scrudato, 422 East State Street
Andrew Girrell, 532 Webster Street
John Reid, 630 Cottage Drive, Apartment 1B
Patty Olson, 1815 Wayne Street

There being no objection, Mayor Carruthers declared a recess.

(The Planning Commission departed at 8:38 p.m.)

3.

Discussion regarding concepts presented by SEEDS for energy efficiencies and future energy goals.

The following addressed the Commission:

Marty Colburn, City Manager
Sarna Salzman, SEEDS Executive Director

4.

Announcements from the City Clerk.

The following addressed the Commission:

Benjamin Marentette, City Clerk

5.

Public Comment.

The following addressed the Commission:

Commissioner Amy Shamroe

There being no objection, Mayor Jim Carruthers declared the meeting adjourned at 9:01 p.m.



Benjamin C Marentette, MMC
City Clerk

Approved: _____, _____
(Date) (Initials)

DRAFT



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF OCTOBER 3, 2016

DATE: SEPTEMBER 29, 2016

FROM: ^{MAC}MARTY COLBURN, CITY MANAGER

SUBJECT: PUBLIC HEARING NOTICE – SPECIAL ASSESSMENT DISTRICTS

Currently, City ordinance provides that notice of public hearings for special assessments are to be sent by the City Assessor. Follow-up documentation from City Commission meetings as well as public hearing notices are completed by the City Clerk's Office. Therefore, for efficiency and consistency, I recommend that the public hearing notice mailing requirement for special assessment districts be shifted from the City Assessor to the City Clerk.

I recommend the following motion:

that an amendment to the Traverse City Code of Ordinances, *Public Hearing Notice for Special Assessment Districts*, Section 232.03, which would provide that the City Clerk mail notice of special assessment district public hearings rather than the City Assessor, which was introduced on September 19, 2016 be enacted with an effective date of October 13, 2016.

MC/bcm

K:\tcclerk\city commission\ordinance amendments\special assessment public hearing notice_enact

copy: Polly Cairns, City Assessor

TRAVERSE CITY CODE OF ORDINANCES

ORDINANCE AMENDMENT NO. _____

Effective date: _____

TITLE: PUBLIC HEARING NOTICE FOR SPECIAL ASSESSMENT DISTRICTS

THE CITY OF TRAVERSE CITY ORDAINS:

That Section 232.03, *Special Assessment District Procedures*, of the Traverse City Code of Ordinances, be enacted/amended to read in its entirety as follows:

232.01 CITY COMMISSION AUTHORITY

The City Commission shall have the power to determine by resolution, with or without petition, that the whole or any part of the cost of any public improvement or abatement necessary to preserve the public health, safety, and welfare shall be defrayed by special assessment upon the property in special districts especially benefited but such determination shall not be made until the preliminary proceedings provided for in this Chapter shall have been completed. In all cases, public improvements and hazard abatement shall be made at the discretion of the City Commission. Advisory petitions for improvements may be submitted to the City Commission but they shall be advisory only and shall not be jurisdictional.
(Ord. 819. Passed 1-5-09.)

232.02 INITIATION OF PUBLIC IMPROVEMENTS.

- (a) Filing of Petitions. The initiation of a public improvement, any part of the expense of which is to be assessed against one or more lots or parcels of real estate in proportion to the probable benefit to be derived there from, may be made by petition to the City Commission, signed by the owners of 50% or more of the owners of the property to be benefited by the improvement. To permit proper planning, designing and financing, petitions for capital improvement should be filed by April 1. If a petition is filed after April 1 and the City Engineer determines the costs will appreciably change, a new petition with the revised cost information shall be circulated before the petition may be considered. The City Commission may not be able to consider any such request or petition which is filed later than April 1 of each year.
- (b) Contents of Petitions. Petitions shall be presented on forms provided by the City Clerk and shall set forth the location, extent and character of the desired improvement, the portion of the total cost which is proposed to be assessed against the property to be benefited, and the number of annual installments in which the assessment is to be divided.
- (c) City Commission Initiation. Public improvements may be initiated by City Commission resolution.
 - (1) If written objections to a proposed improvement where the cost is proposed to be defrayed in whole or in part by special assessment have been filed with the City Assessor by the owners of more than one-half of the parcels to be assessed at or

before the public hearing provided for in Section 232.03, the City Commission shall not proceed with the improvement except by the affirmative vote of 6 members of the City Commission.

- (d) **Waiver of Notice of Hearing.** The owner of record of any lot or premises may, at any time, execute, in writing, a "Waiver of Notice and Proceedings", and may file the same with the City Clerk, waiving any or all notice of hearing and other proceedings required in this chapter and in the City Charter and authorizing the City Commission to make such special assessment as the City Commission may determine against the owner and his or her property without further notice. The City Commission may thereupon, by resolution, authorize the City Manager to proceed with the improvement. Any special assessment so made shall, upon confirmation of the assessment by the City Commission, be considered the same as any other special assessment formally made under the City Charter, notwithstanding the omission of any notice or proceeding so waived.

(Ord. 819. Passed 1-5-09. Ord. 847. Passed 10-19-09.)

232.03

SPECIAL ASSESSMENT DISTRICT PROCEDURES

- (a) **Resolution on Public Improvement.** The City Commission may, by resolution determine to make an improvement and to defray the whole or any part of the cost of the improvement by special assessment upon the property especially benefited in proportion to the benefits derived or to be derived. By such resolution, the City Commission shall approve the preliminary plans for the improvement, determine the estimated cost thereof, determine what proportion of the cost of the improvement shall be paid by special assessment upon the property especially benefited and what proportion, if any, shall be a general obligation of the City, designate the special assessment district or land and premises upon which special assessments shall be levied and direct the City Assessor to prepare a special assessment roll in accordance with the City Commission's determination and to report the same to the City Commission for conformation. The City Commission may also direct the City Engineer to proceed with the preparation of final plans and specification for the improvement and may authorize the City Engineer to proceed with the advertising and taking of bids in accordance with City purchase requirements.
- (b) **Assessment of Engineering Costs.** In the event that an improvement for which a petition has been filed receive initiatory approval and hearing of necessity approval from the Commission but does not receive final construction approval, any cost incurred in the preparation of preliminary and final plans and specification may be assessed against the parcel of that would have benefited if the improvement had been made. Cost shall be assessed against the aforementioned parcels of land according to the provisions of this Chapter.
- (c) **Setting the Public Hearing.** Upon receipt of a special assessment roll, the Commission shall:
- (1) Order it filed in the office of the City Clerk for public examination,
 - (2) Fix the time and place when it will meet and review the roll and hear all persons interested in the necessity of the improvement,
 - (3) Direct the City Clerk to give notice of the hearing.

- (d) Notice of Public Hearing. The notice shall specify the time and place of the hearing and shall be published in the official newspaper of the City not less than 15 days prior to the date of the hearing. 15 days' notice shall also be sent by mail by the ~~City Assessor~~ City Clerk to each owner of property subject to assessment, as indicated by the records of the City Assessor's office, but failure to send the notice to any owner of property shall not invalidate the proceedings or assessments. All notices shall state clearly the costs of the improvement are described in the roll and that they are either "estimated costs" or "final costs".
- (e) Objection to Roll. An owner of property to be assessed may file an objection to the improvement in writing with the City Clerk. No original assessment roll shall be confirmed except by the affirmative vote of six members of the City Commission if prior to the confirmation written objections to the proposed improvement have been filed by the owner of more than one-half of the property to be assessed.
- (f) Public Hearing and Approvals.
- (1) The City Commission shall meet and review the project specifications and the special assessment roll at the time and place appointed and shall hear all persons interested in the necessity of the improvements and all oral or written objections to it.
 - (2) The City Commission may correct the roll as to any assessment or description of any lot or tax parcel, or other errors appearing in it. Any changes made in the roll shall be noted in the minutes.
 - (3) After the hearing and review, the Commission may confirm the special assessment roll with the corrections as it may have made, if any, or may refer it back to the City Manager for revision or may annul it and any proceedings in connection with it.
 - (4) Upon confirmation of any special assessment roll, the Commission shall determine the number of installments in which the assessments may be paid and shall determine the rate of interest to be charged on installments but not to exceed six percent per annum.
 - (5) The Clerk shall endorse the date of confirmation upon each special assessment roll. The roll shall, upon confirmation, be final and conclusive.

(Ord. 819. Passed 1-5-09.)

232.04 PROCEDURE FOR ASSESSING SINGLE PARCELS.

When any expense is incurred by the City upon or in respect to any single lot or tax parcel, which expense is chargeable against it and the owner of it under the provisions of the Charter, this Code, or law of the State of Michigan and is not of that class required to be pro-rated among several lots and tax parcels in a special assessment district the following procedure shall be followed:

- (a) Preparation of Account. An account of the labor, material or services for which the expense was incurred, verified by the City Manager, with a description of the lot or tax parcel and the name of the owner, if known, shall be reported to the City Treasurer who shall immediately bill the owner, if known.
- (b) Notification of Assessment. The bill shall be sent by first class mail to the owner of the

klowran

lot or tax parcel to be assessed and the bill shall notify the owner of the time of the meeting of the Commission, not sooner than 30 days thereafter, when the Commission will meet for the purpose of adopting a resolution placing a special assessment upon the lot or tax parcel for the charges unless the charges are paid prior to the date of the meeting.

- (c) Resolution of Special Assessment. At the meeting the Commission shall adopt, a special assessment resolution covering each lot or tax parcel for which charges have not been paid in full. As many lots or tax parcels may be included in a single resolution as shall be convenient. Upon adoption of the resolution, the Commission may authorize installment payments, and if installment payments are authorized, shall determine the number of installments and the rate of interest to be charged, but not to exceed six percent per annum.
- (d) Notice of Resolution. Within seven calendar days after the adoption of the resolution, the Clerk shall give notice of the lot or tax parcel owners. The notice shall be sent by first class mail to the last known addresses of the persons as shown on the assessment records of the city, or by publication. The notice shall state the basis of the assessment, the amount, and shall give a reasonable time, not less than 30 days, within which payment shall be made to the Treasurer.
- (e) Placement of Lien on Tax Roll. In all cases where payment is not made within the time set, the fact shall be reported by the Treasurer to the Assessor, who shall charge the amounts, together with a penalty as allowed by Charter, against the persons or lots or tax parcels chargeable, on the next tax roll. The special assessment resolution shall be treated as a special assessment roll and the adoption of the resolution shall correspond to the confirmation of a special assessment roll.
- (f) Other Provisions Not Applicable. The provisions of the preceding sections of this chapter with reference to special assessments generally and the proceedings necessary before making the improvements, shall not apply to assessments contemplated under this section.

(Ord. 819. Passed 1-5-09. Ord. 990. Passed 4-17-14)

232.05 FINANCING AND PAYMENT.

- (a) Payment in Full. A property owner may pay the full assessment on all special assessment projects in cash and save the interest charges.
- (b) Payment in Full upon Transfer. Special assessment are payable in full upon transfer of title to the property and upon any land division or boundary adjustment.
- (c) Installment Payments. Installments, plus interest not to exceed 6% may be made on any unpaid balance, except as otherwise provided by law. The property owner may make full payment of the balance at any time during the assessment period, plus interest due on the date of such payment.
- (d) Installment Periods. The Installment period for improvements shall be as follows:
 - (1) Water Mains. Not to exceed 10 years.
 - (2) Sanitary Sewers. Not to exceed 10 years
 - (3) Storm Sewers. Not to exceed 10 years.
 - (4) Curb and Gutter. Not to exceed 20 years.

- (5) Street. Not to exceed 20 years.
- (6) Alley. Not to exceed 10 years.
- (7) Sidewalks. Not to exceed 20 years.

(Ord. 819. Passed 1-5-09.)

232.06 ATTACHMENT OF LIEN

All special assessments contained in any special roll, including any part thereof deferred as to payment, shall, from the date of confirmation of such roll, constitute a lien upon the respective lots or parcels of land assessed and until paid shall be a charge against the respective owners of the lots and parcels of land. Such line shall be of the same character and effect as the lien created for City taxes and shall include accrued interest and penalties. No judgment or decree, nor any act of the City Commission vacation a special assessment, shall destroy or impair the lien of the City upon the premises assessed for such amount of the assessment as may be equitably charged against the same, or as by a regular mode of proceeding might be lawfully assessed thereon.

(Ord. 819. Passed 1-5-09.)

232.07 COLLECTION OF SPECIAL ASSEMENTS

- (a) Installments. The special assessment roll shall be transmitted by the Clerk to the Treasurer for collection, immediately after its confirmation. The Treasurer shall divide the assessments into installments, when so ordered by the Commission; provided that, if such division operates to make any installment less than \$10.00, then the Treasurer shall reduce the number of installments so that each installment shall be above and as near \$10.00 as possible.
- (b) Delinquent Assessments. The Treasurer shall be charged with collecting all special assessments. After an assessment or any installment becomes delinquent, the Treasurer may add the entire assessment, with any interest, collection fee or penalty, to the annual tax bill of the City attributable to the lot or premises involved, or may collect it separately by the tax sale procedure.
- (c) Additional Remedies. In addition to any other remedies and without impairing the lien therefore, any delinquent special assessment in its entire amount, together with interest, collection fees and penalties, may be collected in an action at law in the name of the City against the person assessed or liable for the same, in any court having jurisdiction thereof.

(Ord. 819. Passed 1-5-09.)

232.08 STANDARDS FOR IMPROVEMENTS.

The Standards and Specifications for improvements made according to this Chapter shall be established by written policy of the City Engineer.

(Ord. 819. Passed 1-5-09.)

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

klowran

I hereby certify the above ordinance amendment was introduced on _____, at a regular meeting of the City Commission and was enacted on _____, 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.

Jim 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



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF OCTOBER 3, 2016

DATE: SEPTEMBER 29, 2016

FROM: *MC*
MARTY COLBURN, CITY MANAGER

SUBJECT: REQUEST FROM MIDTOWN CENTRE CONDOMINIUM
ASSOCIATION

Attached is a letter from James Cooper, Midtown Centre Condominium Association, requesting that the City Commission recognize it as a neighborhood association.

Respectfully, because of the smaller size of the proposed neighborhood association area, City Clerk Benjamin Marentette has discussed this request with Mr. Cooper to determine if they would wish to join an existing neighborhood association. Mr. Cooper discussed this with members of their association and they would like to be their own association. Mr. Cooper indicated the association isn't expecting staff resources to attend their neighborhood association meetings.

The following motion would be appropriate to establish this as a neighborhood association:

that Midtown Centre Condominium Association be recognized as Boardman Centre Condominium Neighborhood Association.

MC/bcm

k:\ccclerk\city commission\neighborhood associations\midtown centre condominium association

copy: Jim Cooper, Midtown Centre Condominium Association President –
barreljh@hotmail.com



Midtown Centre Condominium Association

Mr. Benjamin Marentette
City Clerk
400 Boardman Ave.
Traverse City, MI. 49686

September 9, 2016

RE: Request for Neighborhood Association Standing

Dear Ben;

After a cordial meeting with Mr. Russ Soyring in June, and in response to your helpful information regarding neighborhood associations in Traverse City, MI, we hereby request recognition and standing from the Traverse City Commission.

Midtown Centre Condominium Association was established legally in July 2003, with first residents moving in approximately early 2004. We represent 78 residential and commercial condominium properties on approximately 2.62 acres. Bounded by Cass Street, to the west and Lake Street/8th Street to the south, and the Boardman River to the north, our well-established community pays property taxes of approximately \$450,000 annually, including TIF assessments.

The Midtown Centre Association Board meets quarterly, on the 1st Tuesday of February, May, August, and November. Our Annual Homeowner Meeting is the 2nd Tuesday of June. We will be pleased to furnish additional contact information upon request.

Midtown Centre Association residents have a long history of involvement and support of City initiatives.

- a. Early involvement in support of Union St. parking structure.
- b. "Adopted" the former City pocket park on 8th Street, near the 8th Street Bridge by providing all landscaping care and maintenance.
- c. Purchased and had installed, at our own expense, the safety ladders along the Midtown section of the TC River Walk.

Midtown Centre Association residents consider our association to be an important stakeholder in current and upcoming Traverse City initiatives.

- a. 8th Street redevelopment
- b. Boardman Lake Area redesign and development
- c. TART Trail integration
- d. Boardman River development

Respectfully,

James Cooper,
President, Midtown Centre Condominium Association
barreljh@hotmail.com

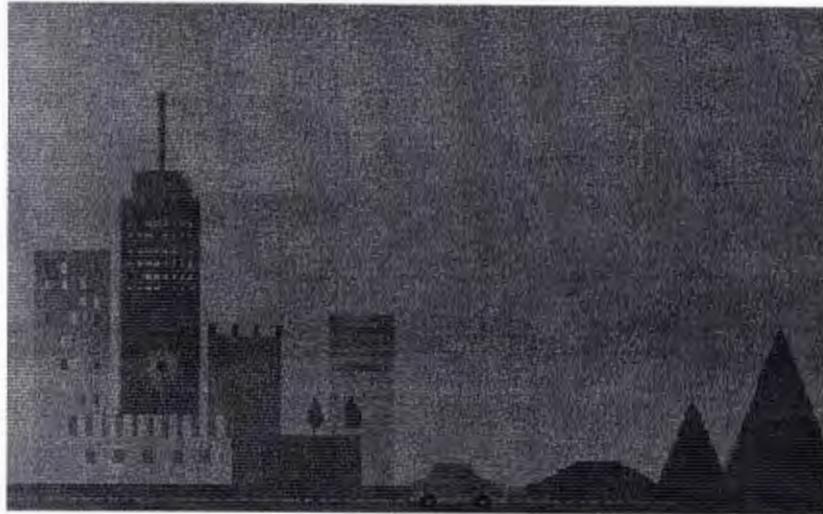
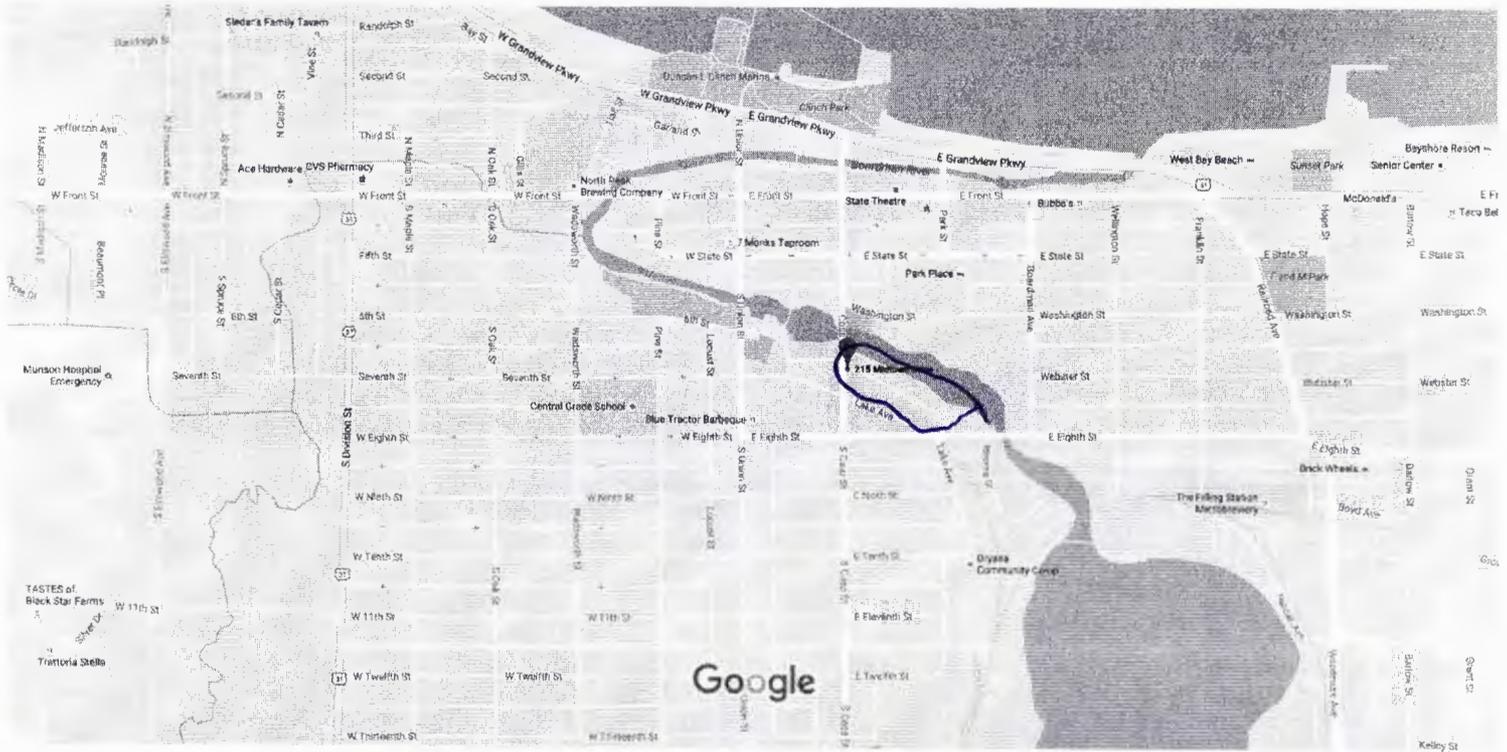
cc: Outreach Committee, Midtown Centre Condominium Association

RECEIVED
SEP 12 2016
CITY OF TRAVERSE CITY
CITY CLERKS OFFICE

Google Maps

215 Midtown Dr

Midtown Centre Condominium Association



215 Midtown Dr
 Traverse City, MI 49684



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF OCTOBER 3, 2016

DATE: SEPTEMBER 29, 2016

FROM:  MARTY COLBURN, CITY MANAGER

SUBJECT: MML LIABILITY AND PROPERTY POOL – BOARD OF DIRECTORS

Two seats on the MML Liability and Property Pool Board of Directors are expiring. Both incumbents, including Assistant City Manager Penny Hill, are seeking re-election.

I recommend the following motion:

that the City Commission casts its ballot for Penny Hill and Jean Stegeman for the Michigan Municipal League Liability and Property Pool Board of Directors.

MC/bcm

k:\ccclerk\city commission\mml liability pool board 2016

THE CANDIDATES

Three-year terms beginning January 1, 2017



Penny Hill, Assistant City Manager, Traverse City

Penny has been a municipal government official since 1988, serving at various times as Clerk, Treasurer, and Manager. She currently serves as Traverse City's Assistant Manager. Penny is an active member of the Michigan Municipal League, having served on its Board of Directors, and as Vice-Chairperson of Region 6. Penny is also an active member of the Michigan Municipal Executives (formerly Michigan Local Government Manager's Association), serving as its President in 2013. She is a member of the Board of Directors for the Grand Traverse Regional Community Foundation. Penny is seeking re-election to her fourth term as director.



Jean Stegeman, Mayor, City of Menominee

Jean has more than six years of experience as a municipal official, currently serving as Mayor in the City of Menominee. She was a member of and served as chair of the Menominee planning commission for several years prior to becoming mayor. She is also active in several local civic organizations. Jean is seeking re-election to her second term as director.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION REGULAR MEETING OF OCTOBER 3, 2016

DATE: SEPTEMBER 29, 2016
FROM: *mc* MARTY COLBURN, CITY MANAGER
SUBJECT: EMERGENCY REPAIR FOR POLICE VEHICLE 182.16

Attached are memos from Dave Green, DPS Director and Dave Courtad, Garage Superintendent, regarding the approval of a confirming service order for repair of a Police vehicle that was damaged in an accident.

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

that the City Manager be authorized to approve a confirming service order in the amount of \$9,787.44 to Olson Auto Body of Traverse City for the repair of a damaged Police Department vehicle, with funds available in the Garage Fund with full reimbursement from our insurance carrier.

MC/jd

cc: Dave Green, DPS Director
Dave Courtad, Garage Superintendent

Memorandum

The City of Traverse City
Department of Public Services



TO: Martin Colburn, City Manager
FROM: Dave Green, DPS Director *DJG*
DATE: September 26, 2016
SUBJECT: Emergency Repair for Police Vehicle 182.16

Attached is a memorandum from Dave Courtad, Garage Superintendent, requesting approval for a confirming service order that was needed in order to expedite the repair of a Police vehicle that was damaged during a recent accident. The Police officer was not at fault and our insurance carrier (MML) is covering the total invoice. I concur with Dave's decision to get the vehicle back on the street as soon as possible.

Please request that the City Commission approve a confirming service order in the amount of \$9,787.44 to Olson Auto Body of Traverse City, Mi. for the repair of a damaged Police Department vehicle, with funds available in the Garage Fund with full reimbursement from our insurance carrier.

Memorandum

The City of Traverse City
Department of Public Works



TO: Dave Green DPS Director

CC:

FROM: Dave Courtad Garage Superintendent

DATE: September 26, 2016

SUBJECT: Vehicle Body Repairs

On September 13, 2016 Garage Vehicle #182.16 a 2017 Ford Escape used by the Police Detective Division was involved in an accident that immobilized the vehicle and required towing to Olson's Auto Body, when our insurance company (Michigan Municipal League) was called they dispatched an Appraiser it was determined we were not at fault and the total estimate of \$9,787.44 would be covered.

Would you please request the City Commission to authorize a Confirming Service Order in the amount of \$9,787.44 to Olson Auto Body of Traverse City, Mi. for repairs.

A handwritten signature in black ink, appearing to be "D. Courtad", written in a cursive style.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF OCTOBER 3, 2016

DATE: SEPTEMBER 29, 2016

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

SUBJECT: RENAMING TRIANGLE PARK AS JUPITER GARDENS

Attached is a memo from Derek Melville, Parks and Recreation Superintendent, indicating the Parks and Recreation Commission's recommendation that Triangle Park be named Jupiter Gardens.

This recommendation was made by the Parks and Recreation Commission on March 5, 2015; unfortunately, it was never moved forward at that time. As provided by the policy, the proposed renaming was reviewed with the affected neighborhood Association, which is the North Traverse Heights Neighborhood Association. The neighborhood association supports renaming this park Jupiter Gardens.

I recommend the following motion:

that the City Commission approves renaming Triangle Park (at Rose and Boyd Streets) as Jupiter Gardens, as recommended by the Parks and Recreation Commission.

MC/bcm

k:\tcclerk\city commission\jupiter gardens park naming

copy: Dave Green, Director of Public Services

Derek Melville, Parks and Recreation Superintendent

Memorandum

The City of Traverse City



TO: Martin Colburn, City Manager
CC: Dave Green, Director of Public Services
FROM: Derek Melville, Parks & Recreation Superintendent 
DATE: September 26, 2016
SUBJECT: *Renaming of the former Triangle Park to Jupiter Gardens*

It has come to our attention that a proposal to rename a park at the intersection of Boyd Avenue and Rose Street from Triangle Park to Jupiter Gardens has not formally completed the procedure as outlined in the City of Traverse City Naming Policy Document. The proposal for the name change started in early 2015 and the process progressed to the point of being approved by the City Parks and Recreation Commission at their regular meeting held on March 5, 2015 (copy of minutes attached). From there, for whatever reason, the last step in the process of City Commission consideration and action never occurred. We still feel the new name is a good proposal and that the process to complete the name change should continue.

Therefore, please request that the City Commission approve the renaming of Triangle Park to Jupiter Gardens at their next meeting.



MINUTES
A REGULAR MEETING OF THE CITY
RECREATION COMMISSION
HELD THURSDAY, MARCH 5, 2015 AT 6:30 P.M.
IN THE COMMISSION CHAMBERS, 2ND FLOOR, 400 BOARDMAN AVENUE
TRAVERSE CITY, MICHIGAN 49684

PARKS AND

COMMISSIONERS PRESENT: Brook DiGiacomo, Gary Howe, John Gessner,
Margaret Szajner, Danielle Rearick, Seamus Shinnars, (left the meeting
at 7:07 p.m.) Brian Haas (arrived at 6:39 p.m.)

COMMISSIONERS ABSENT: None

ALSO PRESENT: Lauren Vaughn, Sheila Dodge

Vice-Chairperson Margaret Szajner Presiding

1. ITEM ON THE AGENDA BEING CONSENT CALENDAR

- a. Consideration of minutes of the February 5, 2015 Regular Meeting.

Motion by Shinnars, seconded by Gessner, that the following action as recommended on the Consent Calendar portion of the Agenda be approved.

CARRIED 6 – 0

2. NEW BUSINESS

- a. Consideration of nomination of a representative to the new Arts Commission.

Motion by Howe, seconded by DiGiacomo to nominate Commissioner John Gessner to serve as the Parks and Recreation Commission Representative to the Arts Commission.

PUBLIC COMMENT

None

CARRIED 6 – 0

3. **OLD BUSINESS**

- a. Superintendent Vaughn spoke regarding the consideration of name recommendation for the City park at Rose and Boyd Streets. Discussion ensued.

PUBLIC COMMENT

Christine Maxbauer, 503 West Eighth St., T.C.

Larry Gerschbacher, 925 Kelley St., T.C.

Tom Evon, 609 West Eleventh St., T.C.

John DiGiacomo, 440 North Spruce St., T.C.

Motion by Shinnars to name the park at Rose and Boyd after Robert M. Smith.

Second – No Support – Motion Fails

Motion by DiGiacomo, seconded by Haas to name the park at Rose and Boyd Streets Jupiter Gardens.

ROLL CALL

Shinnars – No

Gessner – Yes

Howe – Yes

Rearick – Yes

Szajner – No

DiGiacomo – Yes

Haas – Yes

CARRIED 5 – 2

- b. Update on Sunset Park – removed – no discussion.
- c. Superintendent Vaughn spoke regarding the first phase of revision of the Parks and Recreation Plan.

PUBLIC COMMENT

None

- d. Superintendent Vaughn discussed the Parks and Recreation Commission goal setting special meeting.

4. **PUBLIC COMMENT**

Superintendent Vaughn spoke regarding the City applying for two additional grant applications for Clancy Park.

Superintendent Vaughn introduced Acting City Manager Penny Hill who was in attendance

Suggestion for Name of City Park at Rose and Boyd Streets

WHEREAS the City of Traverse City Park at the intersection of Rose and Boyd Streets does not have an official name; and

WHEREAS the Parks and Recreation Commission has received public comment through an informal on-line survey on suggested names for the park, and

WHEREAS the Parks and Recreation Commission has discussed these suggested names for the park, and has determined that through public sentiment and in consideration of the requirements of the City's Naming Policy for Parks and Public Spaces, the Parks and Recreation Commission is officially recommending a name for the park.

NOW THEREFORE, BE IT RESOLVED BY the City of Traverse City Parks and Recreation Commission that the name recommended for adoption as the official name for the City Park at the intersection of Rose and Boyd Streets, is

Jupiter Gardens.

(Add sections for official seal, signature(s) and date.)



Legend



1 inch = 118 feet

This is based on digital data from the City of Traverse City. The City does not accept any responsibility for errors, omissions or inaccurate information. © 2014 City of Traverse City





The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF OCTOBER 3, 2016

DATE: SEPTEMBER 29, 2016

FROM: *Msc*
MARTY COLBURN, CITY MANAGER

SUBJECT: ELMWOOD TOWNSHIP SEWER LINE

In the 1980s, a series of actions resulted in the annexation of portions of Elmwood Township into the City. These included Tom's West Bay and the property along M-72, which is now being developed by Morgan Farms and The Moorings. The sewer line that services these properties in the annexed area along M-72 and a small portion along M-22 was never appropriately transferred to the City as part of the annexation process. Therefore, Elmwood Township took the position that it could charge benefit fees to developments inside the City limits (annexed portion) that wished to connect to this sewer line. Development increases in the annexed area caused this issue to arise once again recently.

As you know, the parties took a first step to resolving these issues by amending the water agreement with Elmwood Township at the Commission's meeting of September 21, 2015. We have continued to work toward a resolution regarding the sewer line issue.

We have come to an agreement regarding the sewer lines and associated facilities and infrastructure. The proposed resolution of this issue is that the City would pay \$156,350. This amount represents the depreciated value of the sewer facilities together with the cleaning, televising and slip lining that has occurred, which the City would have had to complete itself if the sewer facilities had been operated by the City at the time. The number has been confirmed by the Township and the City Engineer. The parties will then work to update the Master Sewer Agreement so that the facilities and multi-user facilities are properly accounted for; any easements or other documents necessary to be transferred will be authorized by this agreement and executed by the parties. The Township will make no further claim to jurisdiction over these utilities within the City limits and the operation and maintenance of the facilities will become the responsibility of the City. In short, the parties have come to a reasonable resolution of a long-standing issue, which benefits them as well as the residents seeking to connect to the sewer facilities within the annexed area.

Finally, of importance is the fact that the City will receive the revenue benefit of new customers in this portion of the City.

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

that the Mayor and City Clerk execute the Sewer Facilities Transfer Agreement with the Charter Township of Elmwood for the transfer of sewer lines currently owned by Elmwood Township that are within the City's corporate limits within Leelanau County as generally outlined with the packet materials of the October 3, 2016, meeting, 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 Sewer Fund.

MC/bcm

k:\tcclerk\city commission\agreements\elmwood township sewer facilities transfer

copy: Timothy Lodge, City Engineer

Dave Green, Director of Public Services

William Twietmeyer, City Treasurer/Finance Director

33

Elmwood Pump Station #1/
Master Meter #1

CARTER RD.

Carter Road
Flow Meter

1

CARTER RD.

GREILICKVILLE

CITY OF
TRAVERSE CITY

2

Proposed M-22
Flow Meter

Proposed
Moorings
Flow Meter

Morgan Farms
Flow Meter
(TO BE ABANDONED)

M-72 West

M-22

LEGEND

FLOW METER LOCATIONS

1

2

3

*Sewer lines to
be acquired by city*



WADETRIM

10850 East Traverse Highway, Suite 2260
Traverse City, MI 49684
231.947.7400/800.968.6660
FAX: 231.946.1000

www.wadetrим.com Building relationships on a foundation of excellence

33

Elmwood Pump Station #1/
Master Meter #1

CARTER RD.

Carter Road
~~Deduct~~ Meter
Flow

CITY OF
TRAVERSE CITY

Morgan Farms
~~Deduct~~ Meter
Flow
(NOT TO BE ABANDONED)

*PROPOSED
MORGANS
FLOW METER*

*PROPOSED M-22
FLOW METER*

GREILICKVILLE

M-72 West

M-22

LEGEND

SEWER TO BE TRANSFERRED TO CITY



FLOW METER LOCATIONS [1] [2] [3]



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The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF OCTOBER 3, 2016

DATE: SEPTEMBER 29, 2016

mal

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: BILLING ERROR – MUNSON MEDICAL CENTER

Attached is a memo from City Treasurer/Finance Director William Twietmeyer in connection with a utility billing error that was discovered. This was discussed briefly at the September 12 Study Session.

In short, Munson Medical Center was erroneously billed for water that evaporated from Munson's cooling towers and that evaporated water was charged as though it was part of the sewer flow when in fact it was not.

The total amount to be refunded is \$139,374.27, which corrects this issue up to the maximum allowed under the statute of limitations, which is six years. You will recall that City and Light and Power staff are developing a proposed ordinance to shorten this timeframe.

I recommend the following motion:

that the City Manager be authorized to approve a refund to Munson Medical Center in the amount of \$139,374.27 for erroneous sewer charges as outlined in the September 26, 2016, communication from the City Treasurer/Finance Director, with funds available in the Sewer Fund.

MC/bcm

k:\tcclerk\city commission\billing error munson medical center

copy: William Twietmeyer, City Treasurer/Finance Director

The City of Traverse City

Office of the Treasurer

GOVERNMENTAL CENTER
400 Boardman Avenue
Traverse City, MI 49684
(231) 922-4431
(231) 922-4485 Fax



To: Martin A. Colburn, City Manager
From: William E. Twietmeyer, City Treasurer/Finance Director *W.E.T.*
Subject: Munson Medical Center Cooling Tower Overcharge
Date: September 26, 2016

In the Spring of 2012, then City Manager Ben Bifoss provided a letter of understanding to Munson Medical Center for the deduction of sewer charges for water that is evaporated from Munson's cooling towers. In accordance with City Ordinance section 1043.39 the method for metering the total sewage flow was agreed to in concept and was identified as a series of deduct meters and a series of add meters.

This formula was set up and made effective as of May 2012. However, our office was contacted in December 2015 by Munson's Director of Plant Engineering asserting that they believed the calculation was not being performed correctly. During the Spring of this year, our billing staff in conjunction with our water/sewer maintenance department verified that even though the process was sketched properly and was operating as designed, the billing was not set up to mirror that process. It was determined two meters that were supposed to measure the water flow into the cooling towers were properly measuring water usage but were also calculating sewer usage when in fact two other meters were already performing that calculation. It was further determined that this was set up incorrectly from the beginning.

The corrections to the two accounts were made in April 2016. However, we calculated the refund going back to the date of set up and determined that the total amount to be refunded is \$139,374.27. In checking with the City Attorney, the statute of limitations is six years absent an ordinance that prescribes a different timeframe. Situations of this magnitude are very rare and often if there is a disparity it is usually discovered within months. Obviously the complexity of the meter set up resulted in a later discovery to this problem.

Attached is a copy of the letter of understanding, a water piping schematic, and a spreadsheet showing the two accounts, and the amount of sewer charges that should be refunded. I request that this be placed on the next City Commission agenda for their review and approval.

The City of Traverse City

Office of the City Manager

GOVERNMENTAL CENTER
400 Boardman Avenue
Traverse City, MI 49684
(231) 922-4440
(231) 922-4476 Fax
tcmanager@traversecitymi.gov



March 9, 2012

Tom Beatty, P.E.
Mechanical/Electrical Engineer
Munson Medical Center – Engineering and Design
1100 Sixth St.
Traverse City, MI 49684

RE: *Munson Medical Center and Munson Community Health Center
Cooling Tower Water Deduct Meters*

Dear Mr. Beatty:

Please let this letter serve as the Letter of Understanding between the City of Traverse City and the Munson Medical Center for deduction of sewer charges for water that is evaporated from Munson's cooling towers. The City ordinances (Section 1043.39) allow for calculating sewage charges based on metering to determine the total sewage flow. The method of metering proposed by Munson in your letter dated February 1, 2012 and detailed in the sketch dated 12/14/2011 and labeled "Munson Medical Center Cooling Tower Metering," which is incorporated herein and made a part hereof, meet the criteria of the ordinance. The method of calculating and billing sewer consumption will be as follows based upon the aforementioned sketch: Meters B1 and B2 sewer consumption will be deducted from Meter A and Meters C1 and C2 shall be added for the sewer charges relating to the runoff of water that is not evaporated during the cooling process.

Additionally, the method of metering proposed by Munson regarding Cooling Tower CT-1 as depicted on the sketch dated 3/6/2011 and labeled "Munson Community Health Center Cooling Tower Metering," which is incorporated herein and made a part hereof, is as follows: the sewer consumption measured by Meter E will be deducted from the main meter (Meter D) and the levels measured by Meter F will be added to the main meter (Meter D). This method of metering likewise meets the criteria of the ordinance.

This understanding shall remain in effect only so long as the configurations shown on the sketches discussed above reflect the actual configurations of the cooling towers. Additionally, this understanding shall terminate upon any change in the requirements of the applicable City ordinances, State or Federal Law which conflict with the terms of this understanding.

Original → Munson
Karla Mijos-Boman

cc: Engineering
Lauren T-L
Jon Polmanteer
L.S.

The City's utility billing system will allow for the combination of Meter A, B1 and B2 to be shown on one invoice, however Meters C1 and C2 will be shown on a separate invoice.

Please sign both originals of this letter of understanding and return one of them to my office, keeping one for your files. Thank you and please feel free to contact me if you have any questions.

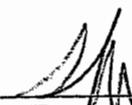
Sincerely,



R. Ben Bifoss
City Manager

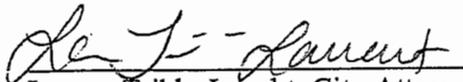
MUNSON MEDICAL CENTER

Dated: 3/13/12

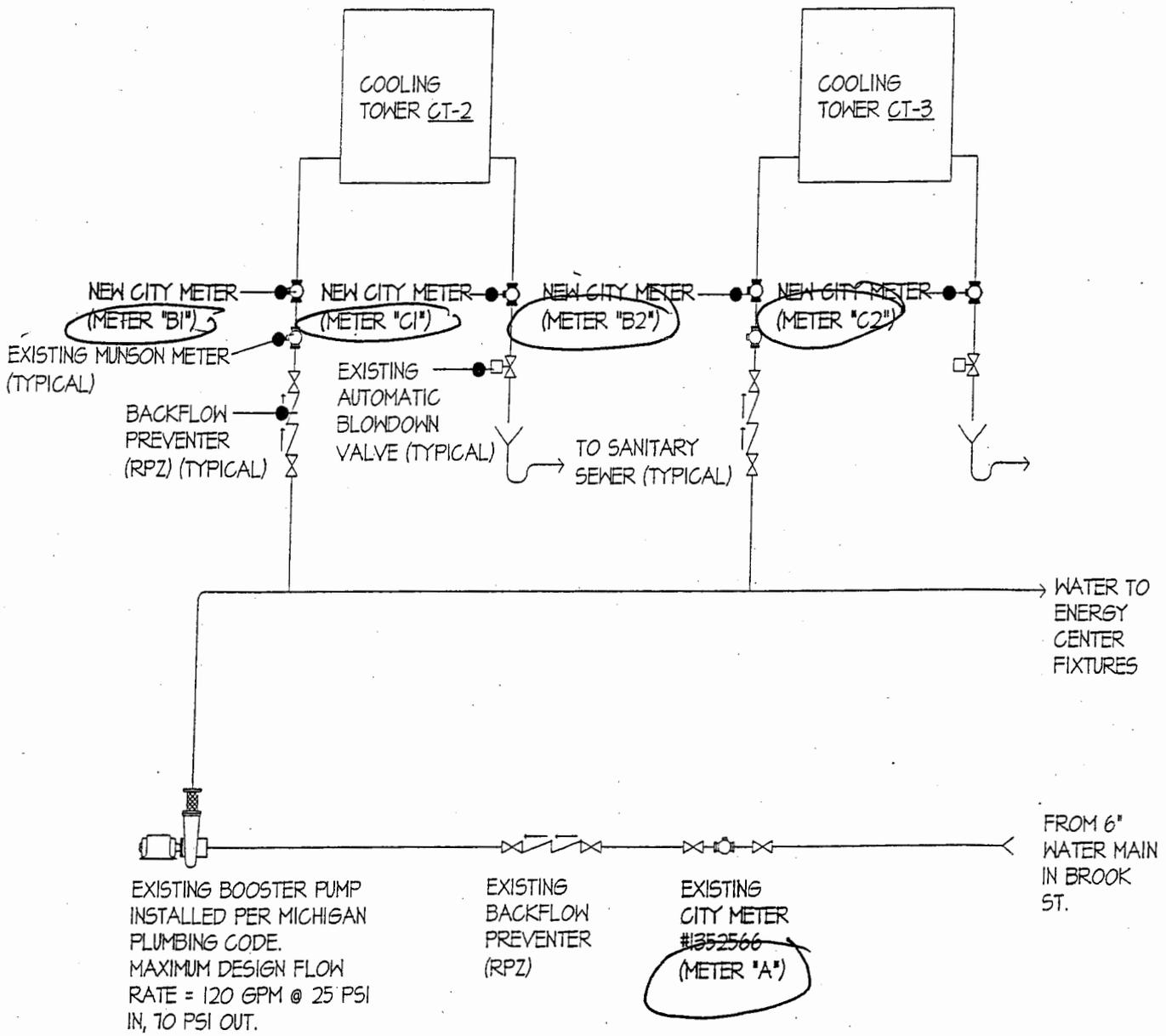
By: 

Steve Tongue, P.E., V.P. Engineering

APPROVED AS TO FORM:



Lauren Tribble-Laucht, City Attorney

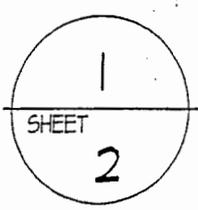


DOMESTIC WATER PIPING SCHEMATIC

SCALE: NONE

PROJECT NAME:
Munson Medical Center
Cooling Tower Metering
JOB # 110257

DATE: 12/14/2011
 DRAWN BY: TMB



MUNSON
ENGINEERING &
DESIGN

Munson Medical Center
Cooling Tower Overcharge
Refund Calculation

First notice of this potential issue was received on 12/31/15

Monthly Breakdown of Refunded Sewer Charges

Billing Date	42395-121536	42395-121534
5/14/2012	415.79	1,199.79
Penalty 5/14/2012	8.32	24.00
6/13/2012	2,931.20	1,984.00
7/18/2012	5,002.95	2,950.92
8/10/2012	5,249.40	3,710.40
9/17/2012	5,492.60	4,250.00
10/12/2012	2,365.20	529.80
11/14/2012	1,149.20	476.60
12/12/2012	161.20	598.20
1/14/2013	32.00	32.00
2/11/2013	32.00	32.00
3/14/2013	32.00	32.00
4/9/2013	32.00	32.00
5/15/2013	1,563.40	609.60
6/12/2013	3,368.40	2,057.40
7/17/2013	3,055.00	3,536.90
8/13/2013	4,538.00	3,930.00
9/10/2013	34.00	3,738.00
10/11/2013	34.00	2,162.00
11/14/2013	1,326.00	422.00
12/11/2013	(1,282.00)	34.00
1/17/2014	34.00	34.00
2/12/2014	34.00	34.00

3/11/2014	34.00	34.00
4/10/2014	34.00	34.00
5/13/2014	34.00	914.00
6/11/2014	34.00	1,722.00
7/16/2014	34.00	3,602.00
8/12/2014	4,386.00	3,370.00
9/11/2014	4,098.00	4,054.00
10/14/2014	20,470.00	2,022.00
11/18/2014	1,670.00	34.00
12/15/2014	90.00	34.00
1/16/2015	(22.00)	34.00
2/12/2015	34.00	34.00
3/12/2015	34.00	34.00
4/15/2015	42.00	34.00
5/13/2015	1,794.00	394.00
6/17/2015	2,906.00	34.00
7/16/2015	4,466.00	34.00
8/21/2015	5,462.00	34.00
9/15/2015	4,390.00	34.00
10/16/2015	3,270.00	34.00
11/13/2015	970.00	34.00
12/24/2015	334.00	34.00
1/22/2016	34.00	34.00
2/12/2016	34.00	34.00
3/24/2016	34.00	34.00
4/14/2016	-	
	<u>90,274.66</u>	<u>49,099.61</u>



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF OCTOBER 3, 2016

DATE: SEPTEMBER 29, 2016

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

SUBJECT: MASTER PLAN AMENDMENTS – FOR DISTRIBUTION

Attached is a memo from City Planning Director Russell Soyring regarding recommended revisions to the Master Plan as proposed by a subcommittee of the Planning Commission. Mr. Soyring recommends that the City Commission approve distribution of the plan for comment to the public and interested governmental entities. There would be a 42-day comment period; and after that the Planning Commission will hold a public hearing and make a recommendation to the City Commission for consideration.

I recommend the following motion:

that the proposed amendments to the Traverse City Master Plan be approved for distribution to the public and governmental entities for their comments.

MC/bcm

k:\tcclerk\city commission\master plan\amendment distribution approval 20161003

copy: Russell Soyring, City Planning Director



City Planning Department

TO: MARTY COLBURN, CITY MANAGER
THROUGH: RUSS SOYRING, PLANNING DIRECTOR *RSoyring*
SUBJECT: MASTER PLAN AMENDMENT DISTRIBUTION
DATE: September 26, 2016

The Master Plan Review Committee, a subcommittee of the Planning Commission, was formed to review the existing Master Plan. It is the recommendation of the committee that the current Master Plan should have some revisions. A summary of the proposed amendments has been provided.

On September 20, 2016, the Planning Commission made the following motion:

Motion by Commissioner Howe, second by Commissioner Weatherholt, that the Traverse City Master Plan Proposed 2016 Amendment, be approved for distribution to the City Commission for review and comment and possible distribution to neighboring jurisdictions for review and comment. Motion carried 8-0 (Commissioner Koebert absent).

With approval to distribute, the public and interested neighboring governmental entities would have at least 42 days to respond to the draft Master Plan amendment.

Following the 42-day waiting period for comments, the Planning Commission will hold a public hearing to consider approval of the Master Plan amendment. After the public hearing, the Planning Commission would make a recommendation to the City Commission regarding possible approval of the proposed amendment.

Please forward the Planning Commission's request to the City Commission to allow the Traverse City Master Plan Proposed 2016 Amendment be distributed for review and comment.

RS/ml

Attachments (2): Summary of amendments
City of Traverse City Master Plan Proposed 2016 Amendment

**CITY OF TRAVERSE CITY
MASTER PLAN REVIEW COMMITTEE**

SUMMARY OF AMENDMENTS

Page	Amendment
Cover	Added "adopted" in front of July 15, 2009 and "amended Month xx, 2016"
Contents	Added "Resolution page 34" and "Appendix page 35"
3	Deleted reference to H.A.M.E standards and changed it to "intensity levels"; changed "auto" to "access"; the term "standards" was changed to "guidelines" in three places
4	Deleted reference to H.A.M.E. and replaced it with "level"
8,10,12,14,16	Deleted "auto" and replaced with "access"
21-28	"See appendix" was added to the header of each of these pages
30	Proposed edits to the Future Land Use map (existing map included for reference)
31	The date "as of July 15, 2009" was added to the acknowledgements page
32	Deleted "auto" and replaced with "access"
35	Appendix cover page listing the Plan Elements and their approval dates
Appendix	8 Plan Elements added (no changes proposed)



CITY OF TRAVERSE CITY MASTER PLAN

2009



A Community of Neighborhoods and the Relationships They Foster

Adopted July 15, 2009

Amended Month xx, 2016

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Preamble

This Master Plan for Traverse City emerges from a simple but essential idea: that our shared values will form the future of the community. The Master Plan articulates a process by which those shared values can frame each new issue and guide each new decision. It is not meant to preside over or confine community members but to facilitate the difficult decisions that inevitably come with growth. The Plan should be seen as a process: a guide for creating inclusive responses and a tool for managing the evolution of our neighborhoods one decision at a time.

No plan can protect a culture unless there is a shared commitment to a preferred future, and no plan can speak for an entire community. But a plan can enact the core values that live beneath any surface differences. It can put a community's shared values to work for the community. It can remind individual citizens that they are responsible for the future and have a voice in creating it. Without such a plan, citizens and taxpayers can become victim to outside forces and inside divisiveness.

Because we cherish Traverse City and all that it has been, we hope the Plan will help us to protect what is unique and adopt what is best. We hope the Plan evokes within all decision-makers their better voices, their best reasoning, and their soundest judgment.

Remembering the Past

Traverse City owes much to those who have come before. Early in the city's development, great sailing ships provided the connections to transform the region into a bustling center of commerce. The city took form, with a grand downtown, tree lined streets, and electric lights. Access to the larger world was provided by ship, and later rail and road. Schools, merchant shops, churches, and city government served growing neighborhoods. Ready employment, rich natural resources and efficient transportation assured steady growth and opportunity.

Our traditional neighborhoods were designed to foster interaction among neighbors whose needs were met by closely spaced homes, accessible front porches, continuous sidewalks, neighborhood parks, schools, and small businesses. After World War II, automobile ownership represented the future and historic neighborhood designs were set aside as quaint and old-fashioned. Cars freed us to range further and more quickly than ever before. Because we no longer needed to live close to work and schools, we could develop our neighborhoods away from the city center. Alleys were no longer needed as gas and electricity replaced the need for coal delivery. Garages replaced porches as architectural focal points and modern suburban style neighborhoods were born.

These and other historic patterns formed the neighborhoods that define our community today. Which of these historic patterns do we wish to protect and encourage for the future? Which should we replace and with what? How should we, as neighbors and neighborhoods, direct our future? How shall we protect each neighborhood's sense of place and anticipate the nuisances that might emerge from these choices? How do we balance the needs of the neighborhoods with the intensity levels they create?

Balancing the Past and Present: Land Use and Intensity

Historically, planners have worked to separate incompatible uses. For instance, industrial parks were formed to consolidate and isolate large-scale activities that generated noise, dirt, and heavy vehicle traffic, while shopping plazas convened high-intensity consumption away from residential areas.

In these instances, the model of separating uses and users has served well. But in other instances, the model has created some new problems: people are increasingly separate from basic amenities, from everyday services, from community goods; and people must drive for even the most basic needs. In short, when applied on a large scale, the use model may oppose some of the community's shared values.

A close inspection of Traverse City's neighborhoods reveals an important insight about the nature of our growth: Problems arise not with an activity itself but with the intensity of the activity. For example, a small local market on the periphery of a residential neighborhood may resonate appropriately with the residents' needs. However, a large corporate retail store adjacent to a residential neighborhood would undermine intimacy and cut against shared values. The old use model may not account for or protect against these possibilities.

For these reasons, the Plan offers a new criterion—a tool for decision-making based on intensity. Rather than dictate use, the Plan focuses on the level of intensity desired for and within each neighborhood. It places high priority on services developed in scale and proportion with each neighborhood. Intensity, then, is synonymous with proportion and scale.

We realize that neighborhoods are best equipped to live in harmony with one another when the needs of one neighborhood are balanced against the needs of all neighborhoods. When balance and proportion are in harmony, residents have a sense of place borne of a sense of scale. That scale developed across all neighborhoods creates a sense of trust and community.

Envisioning Our Future: TC Neighborhoods

This Master Plan defines “neighborhood” as more than a collection of buildings. The definition expands to embrace collections of complementary and compatible activities central to the well being of our citizens. This definition recognizes the culture that has developed in each neighborhood and the benefits of embracing the layers of life that will emerge from each culture. It provides for a full range of evolving activities, services, and lifestyles while honoring the traditions that have delivered us to this time and place.

Traverse City neighborhoods have followed a traditional pattern: Rural lands stood at the town’s edge. Larger “estate lots” lined the neighborhood edges. The estate lots defined the edge of a town and intrinsically connected to the neighborhood. The bulk of the neighborhoods were single-family lots ranging from thirty to two hundred feet in width. The lots narrowed closer to the center of the community. The block structure became more rigid at the center and more fluid away from the center. The highest density areas were located near the center.

This Plan supports and honors that geography. In moving forward, it encourages a social (people-oriented) perspective—one that defines neighborhoods according to the nature and intensity of human activity within a given area.

Each neighborhood nurtures a degree of human activity, which can be measured according to four variables (known as H.A.M.E. standards) intensity levels:

Hours: the hours of operation of an activity within a neighborhood.

Auto Access: all motorized and non-motorized traffic within a neighborhood including but not limited to automobiles, trucks, buses, pedestrians, and bicycles.

Mass: the intensity of the buildings or structures within a neighborhood as defined by area, land coverage, height, distance to property lines, access to light, or conversely, effects of shadow.

Emissions: by-products of activities that leave the property or neighborhood within which it is created, including, but not limited to, noise, dust, odors, smoke, and light. Each neighborhood has an expected background level of emissions related to those characteristics found to be a normal part of an existence within that neighborhood’s context.

The Plan uses these variables as ~~practical and quantifiable standards~~ guidelines for appropriate of intensity. The ~~standards~~ guidelines will be used for decision-making—for protecting and nurturing the unique culture of each neighborhood and for maintaining transition zones between neighborhoods. With these ~~standards~~ guidelines, decision-makers are not limited to geographic space as a sole criterion; they can also factor in the way people live within a particular space—what kinds of activities they want to encourage or limit. By focusing on the ~~standards~~ guidelines within a particular neighborhood type, decision-makers can become more receptive to uses that promote other goals within our neighborhoods (small neighborhood services that promote walkability, for example).

The Plan also acknowledges that intensity changes within each neighborhood—that intensity is naturally but not evenly distributed. The center or core of the neighborhood tends to be the most pure to the neighborhood type. The Plan acknowledges this distribution and allows for the transition from one neighborhood type to another. Higher intensities will be allowed at the periphery of residential neighborhoods than what is allowed in their interior. Lower intensities will be encouraged at the periphery of commercial neighborhoods than what is allowed at their interior. This protects residential neighborhoods by creating a transition zone between high-intensity commercial activity and low-intensity domestic life.

This Plan confronts the reality that each neighborhood shares a boundary with several others—with other kinds and degrees of activity. No neighborhood is an island. Therefore, a practical, clear-headed discussion of those boundaries is crucial to the overall health of the community. That discussion must transcend any one neighborhood but include them all.

To begin the discussion, this Plan defines neighborhoods in ascending order of intensity (from least to most). The least intense neighborhood, TC-1 Conservation, has low levels of noise and a low acceptance of formal urban structures while the most intense, TC-5 Downtown, has high levels of noise and formal urban structures. If the area is residential, then the center has the least intensity in terms of H.A.M.E. level for that neighborhood type. If the area is commercial, then the center has the most intensity for the neighborhood type. The boundary areas become blended where similar neighborhood types meet, for example: where TC-2 Conventional meets TC-3 Traditional or where TC-4 Corridor meets TC-5 Downtown. These areas may have traits of each neighborhood type.

The boundaries between residential neighborhood types and commercial neighborhood types are hard: between TC-2 Conventional and TC-4 Corridor or between TC-3 Traditional and TC-5 Downtown. The commercial neighborhoods at the boundaries are expected to mitigate their intensity level to one that is no higher than the highest accepted intensity level of the adjoining residential neighborhood.

Vision and Principles

The Master Plan is a collective vision of the community's future. Our aim is to retain and maintain the intimacy and spirit shaped by those who have come before us and sculpted the culture of our spaces. We endorse what we are, yet recognize we are evolving. Our vision and the principles that guide it are based on the planning traditions that have shaped this place we care so much about.

Vision Statement

Traverse City is a regional center comprised of connected and related neighborhoods - residential, business, public, recreational and mixed. This plan promotes and protects the vitality, diversity and improvement of our neighborhoods.

Core Principles

Seven core principles guide our vision. These principles guide land use decisions, leading us to ask the right questions in our dialog with citizens about their ideas and concerns.

- 1** The intensity of any land use should be the focus of land use decisions.
- 2** Social, economic and residential diversity and stability are key to our future.
- 3** Our neighborhoods need to be preserved and protected as they evolve.
- 4** Natural and historic resources are limited and need to be protected.
- 5** Services should be conveniently located.
- 6** Transportation choices are important to our vitality and environmental health.
- 7** Maintaining a healthy and vibrant City is important to the region.

Goals

These goals presume intentional action toward the accomplishment of our vision to:

- 1** Enforce compatible intensities within, among and between neighborhoods.
- 2** Seamlessly link our neighborhoods while allowing each neighborhood's unique character and culture to evolve.
- 3** Become pedestrian friendly and encourage more, energy efficient, environmentally friendly transportation choices.
- 4** Be innovative and inventive in developing our neighborhoods through consensus.
- 5** Protect, conserve and preserve the natural and historic resources of our region.
- 6** Stabilize neighborhood economies and economic interests.
- 7** Locate services near users to protect the community's health, safety and welfare.
- 8** Expand residential choices and multi-generational recreational opportunities.
- 9** Open regional dialog and develop regional partnerships.

Interpreting This Plan

This Plan is a conceptual document. It preserves our community's core values and extends them as guiding principles in building a compatible future. It manages change and focuses priorities for our central role in the region. The Master Plan draws its strengths from a collective vision of our community and support for seven Core Principles to guide our actions and drive interpretation of the Plan. These principles are based on the belief that well managed cities focus on the fundamental barrier to positive change-intensity rather than land use. For it is the intensity of a use, not the use itself, which is of importance. Therefore, focusing on the intensity allows decision-makers more flexibility and nuance when addressing the real challenges ahead.

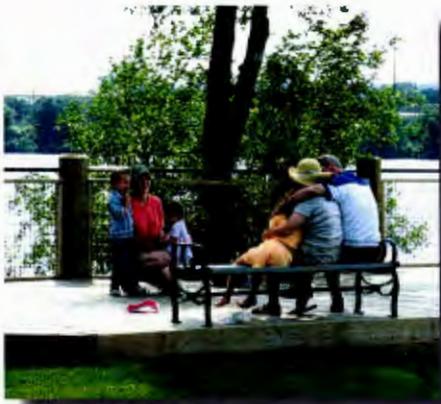
When reviewing this document, one should keep in mind that the Master Plan serves as the translator between the cherished priorities of the neighborhoods and the regulations that express those priorities. As such, the Plan is an adaptive document; one not fixed on any particular future. Its role is to:

- Address needs and preferences for future growth.
- Link evolving community and neighborhood intentions proactively.
- Provide an emphasis for positively influencing the region.

The Master Plan encourages action in harmony with community values. When consistently applied, it provides the legal basis for protecting the community, which is achieved by developing the Master Plan in concert with those values as expressed in the Plan's Vision and Core Principles statements and linking them to specific policies, implementation documents, and regulations. In some instances the goals, policies, and text will remain as guidelines and will not be translated into law. This premise is fundamental to adapting to the challenges of a prosperous future while protecting the values of our community.

TC-1 NEIGHBORHOOD

The TC-1 Conservation Neighborhood represents our least intensely developed neighborhoods. The focus is on conservation and protection of natural resources. The level of intensity generated within the confines of each property in this neighborhood type tends to be low.



Scenic Overlooks



Wildlife Habitat

Standards established for governing intensity typical of TC-1 neighborhoods would include measures enforcing:

Hours

Typically daylight use. Occasional or incidental night use. Natural lighting typical.

Auto Access

Pedestrian oriented. Limited, informal automobile parking areas.

Mass

Buildings typically small and informal and not the primary focus of the land use.

Emissions

Low emissions, strictly limited in scope, time, and frequency.



Core Principles



The intensity of any land use should be the focus of land use decisions. No or low-level lighting, quiet forms of recreation, restricted hours of operation.

Social, economic and residential diversity and stability are key to our future. Minimal support services. Areas enhance quality of life of all residents which lends itself to economic stability.

Our neighborhoods need to be preserved and protected as they evolve. As density of other neighborhood types increase the preservation of natural areas increases in value. Natural areas can reduce infrastructure costs by reducing flooding and sequestering pollutants.

Natural and historic resources are limited and need to be protected. Conservation of natural features, preservation of fragile environments, protection of local heritage and cultural artifacts.

Services should be conveniently located. Variety of recreation opportunities with community access.

Transportation choices are important to our vitality and environmental health. Walking, biking, skiing and other low impact choices with access to an interconnected network of trails. Informal trail head parking.

Maintaining a healthy and vibrant City is important to the region. Natural and recreational areas are critical to the well being of the community.



Natural Landscapes



Boardwalks

TC-2 NEIGHBORHOOD

The TC-2 Conventional Neighborhood is the least formally developed of the two types of residential neighborhoods. The focus is on single family residential. Multiple family is minimally interspersed and low in density. The level of intensity generated within the confines of each property in this class of neighborhood tends to be the lowest of residential uses.



Informal Landscapes



Spacious and Manicured Lawns

Standards established for governing intensity typical of TC-2 neighborhoods would include measures enforcing:

Hours

Typically night time sleeping and daytime working with few odd hours.

Auto-Access

Auto accessible. Traffic moderated through street design. Informal access for pedestrians or non-motorized vehicles (trails, paths). Public transportation access on the perimeters.

Mass

Residential in scale. Low to moderate building mass.

Emissions

Moderate daytime emissions and low night or prolonged emissions.



Core Principles



The intensity of any land use should be the focus of land use decisions. Low intensity of residential areas, low level lighting primarily for safety. Short duration or low levels of noise and other emissions.

Social, economic and residential diversity and stability are key to our future.

Predominantly single family detached dwellings with some lower density, multiple family dwellings at perimeters of the neighborhood.

Our neighborhoods need to be preserved and protected as they evolve.

Higher intensity neighborhoods must step down intensity when at the borders of this neighborhood type.

Natural and historic resources are limited and need to be protected.

Neighborhood parks, recreation and civic spaces with little formal infrastructure. Naturalistic planting pattern, informal development pattern and informal street edges.

Services should be conveniently located.

Home occupations, schools and places of worship.

Transportation choices are important to our vitality and environmental health.

Least formal connectivity, roads may follow contours. Access to an interconnected network of trails. Public transportation limited to perimeter of neighborhood.

Maintaining a healthy and vibrant City is important to the region.

Lower intensity residential neighborhoods stabilize and strengthen Corridor and Downtown Neighborhoods.



Attached Garages



Informal Street Edges

TC-3 NEIGHBORHOOD

The TC-3 Traditional Neighborhood is the most formally developed of the two types of residential neighborhoods. The focus is on historic patterns. The level of intensity generated within the confines of each property in this class of neighborhood tends to be closely spaced single family residences.



Walkability



Neighborhood Parks

Standards established for governing intensity typical of TC-3 neighborhoods would include measures enforcing:

Hours

Typically night time sleeping and daytime working with few odd hours.

Auto Access

Auto accessible with historic street grid. More formal designated transportation access (sidewalks, bike lanes, alleys). Accessible public transportation. Respectful use accomplished through design, education and enforcement.

Mass

Historic patterns with a residential scale. A range of building types and masses, with closely spaced buildings.

Emissions

Typical urban residential emissions levels.



Core Principles



The intensity of any land use should be the focus of land use decisions. Moderate intensity residential areas. Moderate noise and other emissions. Moderate levels of street and pedestrian lighting.

Social, economic and residential diversity and stability are key to our future. Single family detached dwellings, moderate density with some multi-family dwellings, and home occupations.

Our neighborhoods need to be preserved and protected as they evolve. Higher intensity neighborhoods must step down intensity when at the borders of this neighborhood type.

Natural and historic resources are limited and need to be protected. Neighborhood parks, recreation facilities and civic spaces with more formal infrastructure compared to the Conventional (TC-2) neighborhoods.

Services should be conveniently located. Neighborhood level services, schools, parks and places of worship.

Transportation choices are important to our vitality and environmental health. Formal interconnected street pattern with sidewalks and alleys. Typical Streets are curbed and tree lined. Public transportation is easily accessed.

Maintaining a healthy and vibrant City is important to the region. Healthy residential neighborhoods stabilize and strengthen Corridor and Downtown Neighborhoods.



Front Porches



Neighborhood Businesses



TC-4 NEIGHBORHOOD

The TC-4 Corridor Neighborhood is the least formally developed of the two types of commercial neighborhoods. The focus is on commercial innovation. The overall level of intensity generated within the confines of each district in this class of neighborhood tends to be the lower of commercial uses.



Shopping Centers

Standards established for governing intensity typical of TC-4 neighborhoods would include measures enforcing:

Hours

Wide range of hours allowed as typical of overall higher activity levels. Residential uses adapted to appropriate adjacent commercial users.

Auto-Access

Geared toward motorized transportation. Should adapt well to multiple, interconnected transit systems. High level of transit services. Bike lanes incorporated with street markings along major streets.

Mass

Wide range of building masses, placement and form.

Emissions

Moderate to high emissions. Design and architectural solutions utilized to minimize effect on adjacent neighborhoods. Higher emissions contained within the neighborhood.



Pedestrian Connections

Core Principles



The intensity of any land use should be the focus of land use decisions. Commercially and industrially focused with higher residential intensities, usually of commercial scale. Noise, traffic and lighting decrease where this neighborhood joins Conventional or Traditional neighborhoods.

Social, economic and residential diversity and stability are key to our future. Commercial in scale and intensity with a wide range of commercial ventures allowed. Twenty-four hour operations are possible. Housing is also of commercial scale, apartments sometimes are built on upper floors of commercial buildings.

Our neighborhoods need to be preserved and protected as they evolve. This neighborhood has a great deal of variety and flexibility in terms of design and activity.

Natural and historic resources are limited and need to be protected. Development is mitigated by using low impact designs, shared parking and driveways.

Services should be conveniently located. Regional and neighborhood services are near employment centers and dwellings.

Transportation choices are important to our vitality and environmental health. High volume transit corridors efficiently move goods and people. Access to private transportation is well coordinated with public transportation and a network of sidewalks and trails.

Maintaining a healthy and vibrant City is important to the region. Movement of goods and people are lifelines to the community and provide a special role in terms providing areas of concentrated employment and large commercial ventures.



On-site Parking



Bike Lanes

TC-5 NEIGHBORHOOD

The TC-5 Downtown Neighborhood is the most formally and intensely developed of the two types of commercial neighborhoods. The focus is on high intensity, regional, commercial activity. The overall level of intensity generated within the confines of each district in this class of neighborhood tends to be the highest of commercial uses.



Public Markets



Mixed Use Buildings

Standards established for governing intensity typical of TC-5 neighborhoods would include measures enforcing:

Hours

Day and night activities. Appropriate for all hours of business, especially when accommodating or supporting adjacent land uses.

Auto-Access

Motorized vehicle restrictions in terms of traffic speed, parking costs and access. Pedestrian focused, centralized parking facilities. High level public transit service.

Mass

Most dense. Greatest building mass within the city with appropriate balance and scale. Buildings typically placed close to street or civic spaces to provide a sense of enclosure to the public realm.

Emissions

High emission levels carefully managed with design and architectural solutions utilized to minimize effect on adjacent neighborhoods.

Core Principles



The intensity of any land use should be the focus of land use decisions. Highest intensity of the five neighborhood types. Late night activities and associated emissions. Well lit.

Social, economic and residential diversity and stability are key to our future. Regional hub for commercial and governmental activities. High intensity, 24-hour operations, visitor and resident resources. Housing of commercial scale, typically located on upper floors.

Our neighborhoods need to be preserved and protected as they evolve. Maintain or enhance the character of downtown with new development.

Natural and historic resources are limited and need to be protected. Cultural center, formal infrastructure and civic spaces. Preserve buildings and structures within designated historic districts. Integrate Boardman River and Grand Traverse Bay into the fabric of the neighborhood.

Services should be conveniently located. Regional public service hub. Regional entertainment and service center. A variety of uses in close proximity to each other with good access to the residentially focused neighborhoods.

Transportation choices are important to our vitality and environmental health. Access to well established sidewalk network and trail system. High level of transit services. Access to high density parking strategically located within the neighborhood.

Maintaining a healthy and vibrant City is important to the region. Downtown is a key marketing feature for Northwest Lower Michigan and a regional gathering place for public events and celebrations.



Public Transportation



Community Events

TC-C NEIGHBORHOOD

The TC-C Campus Neighborhood is for those campuses that are unique within the community. The focus tends to be inward and specific to the campus. These neighborhoods will have individualized special plans approved by the Planning Commission. At the boundaries of the campus the level of intensity can not exceed the level of intensity of the adjoining neighborhoods.

Campus Areas



Munson Medical Center

Munson Medical Center

Northwestern
Michigan College

Traverse City Cherry
Capital Airport

Traverse City's
Waterfront



Cherry Capital Airport



Grand Traverse Commons

Oakwood Cemetery

Governmental Center

Grand Traverse Commons

Grand Traverse
Civic Center

Airport and Traverse Field
Industrial Parks



Northwestern Michigan College

Plan Elements

The Master Plan expresses the vision of our community and provides the fundamental basis by which planning decisions are made. It is supported by a number of Plan Elements that provide the framework for developing more detailed plans.

Plan Elements include but are not limited to:

Capital Improvement Element

Economic Element

Historic Resource Element

Natural Resource Element

Parks and Recreation Element

Public Utilities Element

Transportation Element

Urban Design Element

Zoning Element

Capital Improvement Element

Purpose

The Capital Improvement Element provides an investment strategy for funding public infrastructure and facility improvements for the community.

Prepared by: City Administration
Adopted by: Planning Commission
and City Commission.

Introduction

The Capital Improvement Plan (CIP) is a multi-year schedule for capital expenditures that includes costs, priorities, and identified funding for the next six years. Each Master Plan Element has capital improvement implications and each neighborhood type will have varying requirements for capital improvements. Priorities are identified and evaluated according to the community goals and core principals of the Master Plan. With the exception of federal or state mandates, only capital improvement projects that are consistent with the Master Plan or any of its primary elements should be included in the CIP.

Funding levels depend upon numerous economic factors, including funding availability, market forces, and the City's bond rating. The CIP needs to be updated on an annual basis as opportunities and budgets change.

Goals

- 1** Prioritize projects that most directly benefit public health and safety, the local economy, and the local government.
- 2** Invest in energy efficient design and construction when cost-effective over the life of the improvement.
- 3** Identify funding sources for the construction and life-cycle maintenance of public infrastructure and facilities.
- 4** Pursue grants and other outside funding opportunities for appropriate public projects.
- 5** Develop regional partnerships to preserve and fund regional assets.
- 6** Evaluate the distribution of spending throughout the community.

Economic Element [\(see appendix\)](#)

Purpose

The purpose of the Economic Element is to direct the City's strategy for business and institutional investment in the region. The focus of that support is to encourage long-term tax stabilization and support the community's growing infrastructure needs.

Prepared by: City Commission

Recommended by: Planning Commission

Adopted by: City Commission

Introduction

Traverse City government plays an integral role in coordinating local and regional efforts to build a strong, resilient economy. This element recognizes the importance of growing our economy in a manner that balances the investment priorities of our citizens, our neighborhoods, and the environment.

Goals

- 1** Enhance the City's role in coordinating the regional economy, specifically, working with local and regional institutions to represent and support the needs of Traverse City's citizens.
- 2** Facilitate regulatory functions to insure proportional and appropriate processes to safeguard the community's economic stability and success.
- 3** Develop a system of prioritization that supports economic goals of other elements within the City's Master Plan.
- 4** Encourage development that protects and promotes the character of distinctive neighborhoods.
- 5** After financial and economic analysis, prioritize capital improvement and private development projects that require public funding.

Historic Resource Element (see appendix)

Purpose

To identify buildings, neighborhoods, landscapes and works of public art with historic value and to develop preservation strategies.

Prepared by: Historic Districts Commission

Adopted by: Historic Districts Commission

Introduction

The creative preservation of historic resources in Traverse City has a long history of public interest and support as evidenced by the formal designation of the Central and Boardman neighborhoods as National Historic Neighborhoods, the designation and active maintenance of the downtown historic district and the preservation of the Grand Traverse Commons.

The first marker for individual buildings having historic significance is a minimum age of 50 years. Beyond age, factors can include: unique design or materials; historically representative style, historically significant location, historically significant origin, and other characteristics important to Traverse City as deemed by the Historic Districts Commission.

The historic preservation community has also realized that landscapes can be historically significant for their design, their effect on public and/or private life, their representation of a significant style or pattern of development, their designer, their location as the site of historically significant acts or activities, or other factors of importance to the community.

Art work too, is recognized by the public as being historically significant. For the purposes of the inventory, this document is limited to works of public art (statues, fountains, etc.).

Goals

- 1** To locate and identify public and private properties within the City of Traverse City which are deserving of formal historic designation.
- 2** To create and maintain a formal inventory of historic resources.
- 3** To develop strategies for preserving the designated resources.

Natural Resource Element [\(see appendix\)](#)

Purpose

The Natural Resource Element provides the basis for developing a natural resource protection plan.

Prepared by: Planning Commission

Adopted by: City Commission

Introduction

The Natural Resource Plan consists of a natural features inventory and a strategy to conserve these features. Conserving the community's natural features helps to minimize the loss of life and property and contributes to the desirability of Traverse City. The standards in this plan provide the framework for a set of ordinances aimed to protect those natural features deemed important to Traverse City.

Goals

- 1** Encourage environmentally sensitive areas to be used as natural preserves or for passive recreation, and to limited development in these areas.
- 2** Require new buildings to be set back from the shoreline using vegetative buffers where possible, rather than engineered walls and stone revetments per established guidelines.
- 3** Protect surface waters, ground water, wetlands and shoreline zones.
- 4** Require flood plain capacity lost due to development be replaced with storage capacity elsewhere.
- 5** Encourage hillside development to conform to the natural topography and help to prevent erosion.
- 6** Encourage flexible standards that will aid in conserving woodlands and mature trees.
- 7** Require outdoor lighting to be shielded to minimize light emissions onto neighboring properties, public rights-of-way, and the night sky.

Parks and Recreation Element (see appendix)

Purpose

The Parks and Recreation Element provides a framework for the recreation planning and development efforts over a five-year period. The plan provides guidance on issues such as acquisition of land, recreation facilities, maintenance, neighborhood parks, and natural areas. The revised and updated plan is intended to meet the State of Michigan's standards for community recreation grant eligibility.

Prepared by: Parks and Recreation Commission
Adopted by: City Commission

Introduction

The Parks and Recreation Master Plan first phase consists of background studies, evaluation, and plan development. The second phase includes evaluation and analysis of the gathered data including input to determine recreation facilities and program deficiencies and needs.

Goals

- 1** Design and protect the bay primarily as an open space and recreational resource for residents and tourists.
- 2** Develop the Boardman Lake and River as natural resources promoting recreational activities.
- 3** Continue a strong, flexible recreational program affording a variety of recreational activities and experiences for a wide range of people.
- 4** Incorporate the need for safe, attractive pedestrian access with private or public development while maintaining and developing additional pedestrian linkages.
- 5** Encourage cooperative governmental relationships to establish an adequate and equitable method for financing development, operation, and maintenance of recreation facilities and programs.
- 6** Concentrate on upgrading and maintaining existing parks and facilities before considering new facility development.
- 7** Develop new recreational facilities when supported by the residents, especially in park deficient areas and along waterfronts.
- 8** Maximize the use of existing facilities.
- 9** Work with schools to make recreation facilities and programs part of the education system.

Public Utilities Element [\(see appendix\)](#)

Purpose

The Public Utilities Element encompasses all strategic components for serving the community with water, sewer, and electrical services.

Prepared by: City Administration

Recommended by: Planning Commission

Adopted by: City Commission.

Introduction

The continued health, safety, welfare, and growth of the community depend on reliable utility resources. The Public Utilities Element combines the service plans of the city's water, sanitary sewer, storm drains, and electrical services.

Goals

- 1** Develop and support plans for the community to conserve water, sewer and electricity resources.
- 2** Provide service improvements/upgrades to support areas of planned growth and increased density.
- 3** Reduce negative impact of utility services on neighborhoods by coordinating construction and repair projects across all Master Plan Elements.
- 4** Provide schedules for implementing improved service and efficiency-producing technologies, including commercial and residential service undergrounding.

Transportation Element [\(see appendix\)](#)

Introduction

The purpose of the Transportation Element is to establish policies and goals guiding public transportation system choices. Choices include public transit, non-motorized vehicular and pedestrian movement, and motorized vehicular access and distribution.

Prepared by: City Administration

Recommended by: Planning Commission

Adopted by: City Commission

Introduction

The Transportation Element coordinates efforts to expand choices among all modes of public conveyance in a balanced transportation system. The City supports more compact, mixed-use development patterns in urban residential and commercial neighborhood types. A major component of these policies will be expanding accessibility options.

Goals

- 1** Encourage compact development patterns, which will curtail vehicle traffic and shorten trips.
- 2** Make businesses, services, and amenities more accessible through safe, efficient, and environmentally sensitive transportation.
- 3** Provide linkages between regional and local transportation options by coordinating related capital investments with regional and local providers.
- 4** Require all Campus Neighborhood Master Plans and the Downtown Development Authority to develop and implement transportation management plans that encourage transportation choices, such as transit, walking, and carpooling.

Urban Design Element [\(see appendix\)](#)

Purpose

The purpose of the Urban Design Element is to provide a framework for creating urban design standards for the community. The principle purpose of these standards is not to indicate dimensions or quantity of things, but rather to convey a sense of the preferred quality. It is one means the community can encourage development that strengthens its quality and character. These standards fill the gap between broad planning policies found in the Master Plan and the inflexible exactitude of zoning requirements.

Prepared by: Planning Commission

Adopted by: City Commission

Introduction

Urban Design Standards need not be lengthy and complicated. To be effective, the standards need to be communicated with clear terms and illustrated with diagrams, simple charts, and other graphics. The standards should be descriptive and suggestive, rather than prescriptive or proscriptive.

The Urban Design Plan will focus on the fundamentals such as: overall site design, building orientation, public spaces, and landscaping. Each of these four subjects has within it a number of issues that can be addressed through specific guidelines. Some of these guidelines are applicable community-wide while others are only relevant to a given neighborhood type or street.

Goals

- 1** Foster new development that will improve the public realm.
- 2** Integrate new development that will emphasize, retain or enhance the City's identity.
- 3** Protect and enhance views to and from established landmarks, hills and the bay front.
- 4** Require new development that reinforces the character of distinctive neighborhoods.
- 5** Foster design standards that advance community safety, accessibility, and outdoor comfort.
- 6** Support new development that draws upon the past and allows for interpretation, creativity and innovation.

Zoning Element (see appendix)

Purpose

Regulate property use, relationship to adjacent property and relationship to the city as a whole for the health, safety and welfare of the community. The Zoning Ordinance translates the concepts of the Master Plan into specific regulations

Prepared by: Planning Commission

Adopted by: City Commission

Introduction

The City's current zoning code has been continuously updated since its original adoption in 1999.

The Master Plan anticipates that there may be more than one zoning category within the various neighborhood types.

The Zoning Ordinance will be updated based on the needs of the City and the need to bring the ordinance into closer conformance with the Master Plan. Updates will follow a public process, as required by law.

Goals

- 1** The Zoning Ordinance requires consideration of the variables in intensity when in evaluating future zoning and map amendments.
- 2** Require commercial zones adjacent to residential zones and neighborhoods to match the residential intensity and scale as described in the Master Plan.
- 3** Ensure that existing commercial zones within residential neighborhoods are residential in scale and intensity.
- 4** Maintain and improve the public, open process for evaluating proposed changes in the zoning ordinance.
- 5** Make maximum use of current technologies to incorporate information into the Zoning Map.

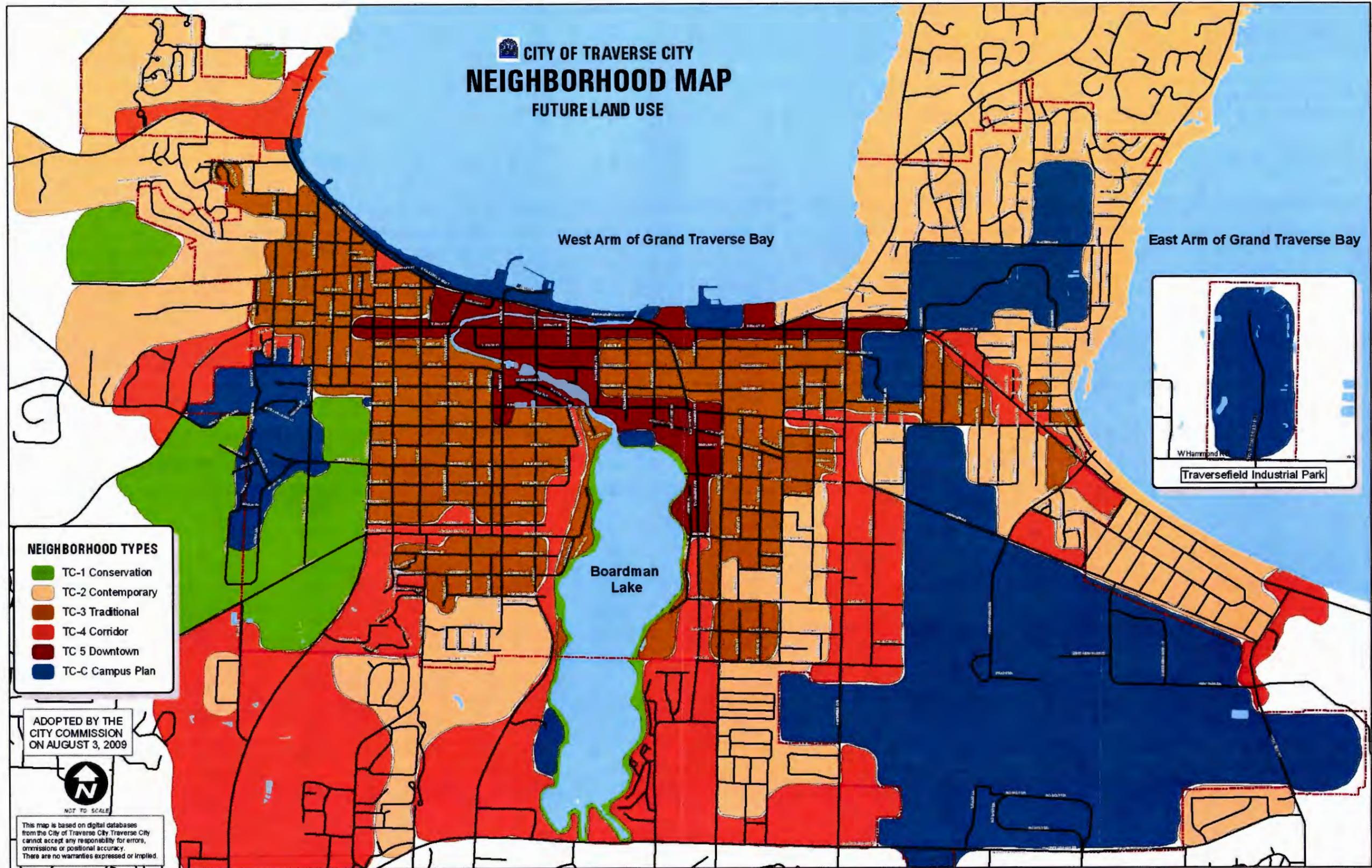
Future Land Use/Zoning Plan

Future Land Use/Zoning Plan relationship to the existing Zoning Map Districts:

Each neighborhood type identified in the Master Plan and graphically displayed in the Future Land Use/Zoning Plan is defined by four variables of intensity. Intensity levels are measured by hours, auto, mass and emissions. Any zoning text or zoning map amendment shall be consistent with the Future Land Use/Zoning Plan, including the text of the Master Plan.

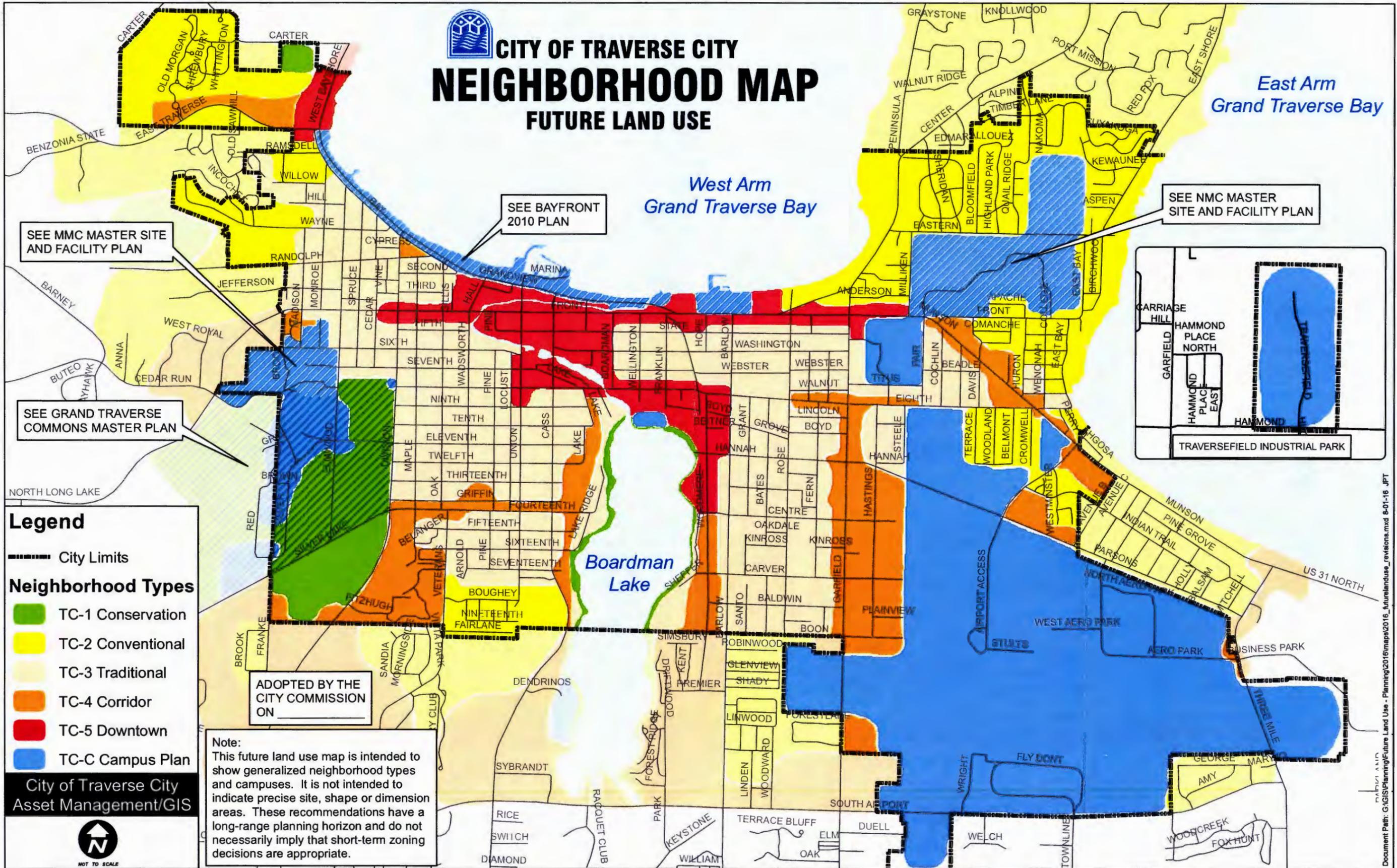
All the neighborhood types depicted on the Future Land Use/Zoning Plan contain several Zoning Map Districts and it is envisioned that in most cases the zoning district will not change. However, the zoning district regulations will be amended over time to reflect the intended intensities and desired characteristics described in the Master Plan. For example, it is not envisioned that properties currently zoned residential (RC, R-1, R-2, R-9, R-15 and R-29) will be rezoned to a non-residential zoning classification.

On the other hand, properties that are in a zoning district wholly inconsistent with the intent of the Master Plan as depicted on the Future Land Use/Zoning Plan will be re-zoned to a zoning district consistent with the Plans. For example, parcels currently zoned non-residential may be rezoned to a zoning classification that more closely matches the neighborhood type as depicted on the Future Land Use/Zoning Plan.



This Plan is to be used in conjunction with the text of the Master Plan, which guides the height, area, bulk, location, and use of buildings and premises within differing neighborhood types by setting forth the character and intensity of each neighborhood. The campus neighborhoods are intended to be developed according to specific plans approved for the different campuses.

CITY OF TRAVERSE CITY
NEIGHBORHOOD MAP
FUTURE LAND USE



Legend

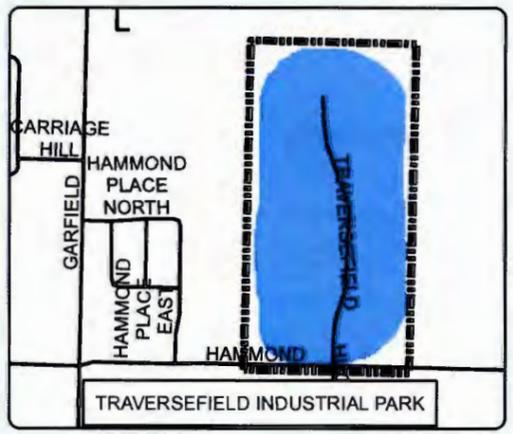
- City Limits
- Neighborhood Types**
- TC-1 Conservation
- TC-2 Conventional
- TC-3 Traditional
- TC-4 Corridor
- TC-5 Downtown
- TC-C Campus Plan

City of Traverse City
Asset Management/GIS

Note:
 This future land use map is intended to show generalized neighborhood types and campuses. It is not intended to indicate precise site, shape or dimension areas. These recommendations have a long-range planning horizon and do not necessarily imply that short-term zoning decisions are appropriate.

ADOPTED BY THE CITY COMMISSION ON _____

SEE NMC MASTER SITE AND FACILITY PLAN



Document Path: G:\GIS\Planning\Future Land Use - Planning\2016\maps\2016_futurelanduse_revisions.mxd 8-01-16 .JPT

Acknowledgements as of July 15, 2009

City Commission

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Jody A. Bergman
Barbara D. Budros
Jim Carruthers
Denise Scrudato
Ralph Soffredine

Planning Commission

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Jennifer Jaffe, Vice-Chairperson
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Jan Warren

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Michigan Land Use Institute, Rauth Photographic,
R. Clark Associates, Inc., and the City of Traverse City.

¹Resource Documents

Smart Code & Manual, v.8.0, New Urban Publications.

Smart Growth Audit. Grand Traverse County,
Traverse City and Peninsula Township. Smart Growth
Leadership Institute. 2006.

Traverse City Master Plan. Revised May 2002.

Visioning TC, William McDonough & Partners.
October 2004.

Your Bay Your Say. Traverse City's Waterfront Plan.
Accepted by the Bayfront Planning Committee on
September 13, 2007.

Glossary

Activities: Refers to those uses of a property that generate intensity within a neighborhood.

Auto-Access: (related to Intensity Charts) Includes all motorized and non-motorized vehicular traffic within a neighborhood including but not limited to automobiles, trucks, buses, bicycles, etc.

Balance: The relationship between the rights of the property owner to the use of his/her own property and the rights of a community to protect or enhance the overall good.

Boundaries: The areas delineating the edges of neighborhoods.

Campus: Those neighborhoods developed for specific purposes that have development plans that are inwardly focused and approved by the Planning Commission.

Compatible: Those activities which generate similar levels of intensity, similar intensity values and are similar in scale to each other.

Complementary: Those activities within a neighborhood which support or compliment other activities within that neighborhood.

Element: The portion of the Master Plan which defines purposes and sets standards and goals for developing and evaluating the Implementation Documents.

Emissions: By products of activities that leave the property or neighborhood within which it is created, including, but not limited to noise, dust, odors, smoke, light, etc. Each neighborhood has an expected background level of emissions related to those characteristics found to be a normal part of an urban existence within that neighborhood's context.

Future Land Use/Zoning Plan: A graphic illustration depicting the general location and arrangement of neighborhood types and campuses. The boundaries are not parcel specific. This document is intended to help determine the extent of the different neighborhood types which have varied characteristics.

Hard edge: Those boundaries separating neighborhoods containing significant variations of scale and intensity at their point of abutment

Hours: Refers to the hours of operation of an activity within a neighborhood, when used in the Intensity Chart.

Implementation Documents: Those elements of Traverse City's governmental regulations and plans which give specific and/or detailed guidance and direction. The Implementation Documents are intended to be in support of the Master Plan but not a part of the Master Plan.

Intensity: The level of activity within a neighborhood. Intensity is quantified by the four components: Hours (of operation), Autos (motorized and non-motorized traffic), Mass (of buildings or structures), and Emissions (of noises, dust smoke, odor, light, etc.).

Mass: The intensity of the buildings or structures within a neighborhood as defined by area, land coverage, height, distance to property lines, access to light, or effects of shadow.

Neighborhood: A geographic area with similar, compatible and complementary activities. In mapping terms, a transect.

Neighborhood political: An organized neighborhood with officers and self described political boundaries. Political neighborhoods are organized to promote and support common interests and create a sense of community. Political neighborhoods are generally, but not always, of one neighborhood type. There may be many individual political neighborhoods within a given neighborhood type.

Nuisance: A by-product of organization into communities where people live in close proximity to one another. In this Master Plan, nuisance is deemed as a product of an unacceptable level of the intensity of an activity within a neighborhood.

Proportionality: The balance between competing priorities, principles, or neighborhood activities.

Scale: The combination of activity, mass, height, site organization and site coverage which determines how a building, structure or property relates to its neighbors and community.

Scale, residential: The combination of activity, mass, height, site organization and site coverage which are compatible with and complimentary to the residential neighborhood type in which the property, building or structure is located. Residential scale in one neighborhood type may not be the same as it is in another neighborhood type.

Services: Municipal, commercial and recreational activities which provide support for neighborhoods.

Shared: Those values held in common within a community or those characteristics held in common within a neighborhood type.

Soft edge: Connotes the evolution of activities along boundaries of neighborhoods that, left unattended, may produce unintended, negative consequences to one or more of the abutting neighborhoods. Boundaries of this nature require focus and action to determine their appropriate development.

Street, collector: Streets designed to collect traffic from other, more local streets. Collector streets can occur within or between neighborhoods.

Street, complete: Streets designed with equal emphasis and giving equal importance to all modes of transportation including motorized vehicular, non-motorized vehicular, and pedestrian traffic.

Suburban: A form of development characterized by wider lots, vehicular property access from the street, less formal free form streets. Many areas do not require traditional sidewalks or curbs and gutters.

Urban: A form of development characterized by formal street grids, vehicular property access from alleys, formal property organization into blocks with sidewalks and formal tree lawns in residential neighborhoods and streetscapes in commercial areas.



RESOLUTION APPROVING THE TRAVERSE CITY MASTER PLAN

- Because, the City Planning Commission under the authority of Public Act 33 of 2008, as amended, is required to make and may from time to time amend in whole or by parts a master plan for the physical development of the City of Traverse City; and
- Because, the City of Traverse City Master Plan provides Traverse City the fundamental ability to shape the urban environment in accordance with the principles and objective therein and to avoid costly and undesirable decisions affecting the well-being of the community; and
- Because, the Traverse City City Commission and Planning Commission concluded after reviewing existing conditions, issues, and trends of the municipality and the neighboring jurisdictions that the 1994 City Plan was in need of revision and updating; and
- Because, citizens of the Traverse City community played an integral part in establishing the core principles, goals, and standards of the City of Traverse City Master Plan which recommends priorities for change and improvement and that neighborhoods be defined by the nature and intensity of their human activity; therefore, be it

RESOLVED, to hereby approve the accompanying Traverse City Master Plan containing core principles, goals, standards, recommendations, elements, and Future Land Use/Zoning Plan (map), bearing the date July 15, 2009, and further that such plan replace the City Plan dated September 28, 1994.

I hereby certify that the above resolution was adopted by the City Commission at its regular meeting held August 3, 2009, in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan 49684.

A handwritten signature in blue ink, appearing to read "Debra A. Curtiss".

Debra A. Curtiss, MMC, City Clerk

Appendix

Economic Element (sub plan approved April 18, 2011)

Historic Resource Element (sub plan approved April 1, 2013)

Natural Resource Element (sub plan approved September 6, 2011)

Parks and Recreation Element (sub plan approved October 3, 2011)

Public Utilities Element (sub plan approved October 1, 2012)

Transportation Element (sub plan approved November 21, 2011)

Urban Design Element (sub plan approved February 21, 2012)

Zoning Element (sub plan approved September 17, 2012)

ECONOMIC ELEMENT

ECONOMIC ELEMENT GOAL #1:

Enhance the City's role in coordinating the regional economy, specifically, working with local and regional institutions to represent and support the needs of Traverse City's citizens.

1. City Staff shall continue to maintain and enhance relationships with local and regional groups involved in economic development to assist in private and public investment projects.
 - a. Groups in the region that are involved in Economic Development include; among others
 - i. Traverse City Downtown Development Authority
 - ii. Traverse City Area Chamber of Commerce
 1. Traverse Bay Economic Development Corporation
 2. SCORE
 - iii. Northwest Michigan Council of Governments
 1. Small Business & Technology Development Center
 - iv. Northwestern Michigan College
 - v. MSU Extension
 - vi. Michigan Land Use Institute
 - vii. Grand Traverse County Brownfield Redevelopment Authority and Economic Development Corporation
 - viii. State of Michigan
 - ix. Land Bank
2. The City will establish a priority list annually or as needed of economic development projects that city staff and city partners will focus on.
 - a. These priorities shall be established with a short-term, mid-term and long-term focus and should be coordinated with the appropriate organizations listed above.
 - b. Appropriate resources (human and financial capital) shall be identified for these priorities so potential funding and incentive programs can be identified at the local, state and federal levels.
3. To the greatest extent possible, activities and initiatives will be non-duplicative in nature between the city and its collaborating organizations. The City shall design and grow business and community development priorities with sufficient staffing/contract services.
 - a. Where appropriate, Contracts-for-Services shall be seriously considered with community and economic development organizations.
 - b. These contracts for services must address what the City wants to achieve as it relates to its short, mid and long term priorities.

ECONOMIC ELEMENT

ECONOMIC ELEMENT GOAL #2

Facilitate regulatory functions to insure proportional and appropriate processes to safeguard the community's economic stability and success.

1. On-going meetings with the development community to determine whether regulatory reforms might improve the business climate within the City.
2. Assess the current City staffing structure and make structural changes as needed to provide "one stop" for development.

ECONOMIC ELEMENT Goal #3

Develop a system of prioritization of public investment that supports economic goals of other elements within the City's Master Plan.

Multiple entities have input under this goal. The City and the County have master plan elements, and the Downtown Development Authority brings a model for development that can be applied in outlying districts of the City. The Chamber of Commerce brings the role of retention and recruitment, and Northwestern Michigan College and the Northwest Michigan Council of Governments play a role in research and entrepreneurship.

Goals for the prioritization of public investment should be led by the following factors, in order of importance within the category:

1. Projects that couple with private investment so as to increase tax base and install public improvements at the same time.
2. Projects that leverage other public funds.
3. Projects that couple with planned service upgrades, i.e. streets, utilities

ECONOMIC ELEMENT Goal #4

Encourage development that protects and promotes the character of distinctive neighborhoods.

1. Identify and prioritize for investment TC4 corridors that edge on residential neighborhoods.
2. Work to develop specific "arrival points" for residential neighborhoods that signal a change in standards for infrastructure treatment, setbacks and public spaces.
3. Protect and enhance established neighborhoods.
4. Initiate citizen programs for management of neighborhood issues.
5. Integration of small businesses providing convenient services near and in residential neighborhoods.

ECONOMIC ELEMENT

ECONOMIC ELEMENT Goal #5

After financial and economic analysis, prioritize capital improvements and private development projects that require public funding.

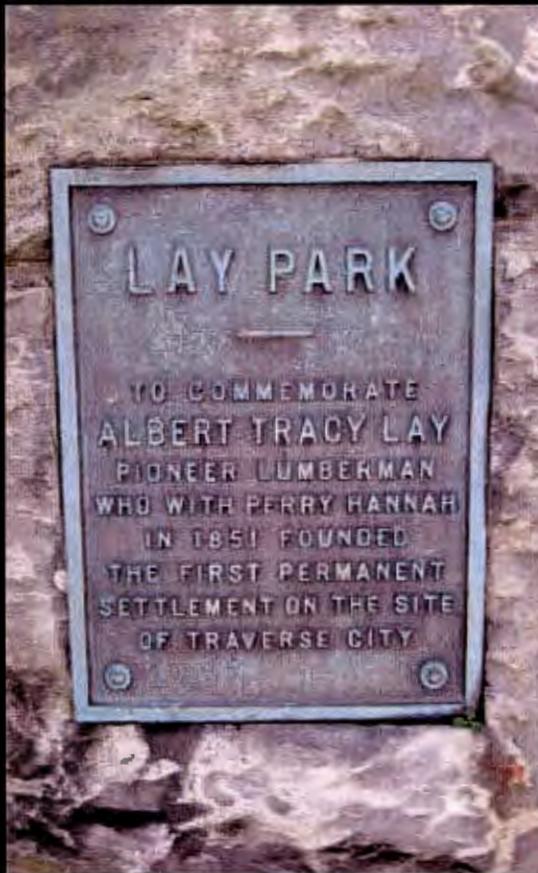
The Capital Improvement Plan (CIP) will encompass those projects that meet specific criteria regarding their priority in meeting the City's financial and economic needs. When considering the projects within the Capital Improvement Plan for approval and recommendation for funding, the Planning Commission will make its judgment as to the projects conformance with the Master Plan in keeping with the immediate and long-term interests of the entire community.

1. To aid in this, projects shall be the result of financial analysis by staff, including but not limited to:
 - a. Forecasts covering the useful life of the project detailing economic considerations (revenue forecasts, jobs added, investments, etc.); and
 - b. Forecasts covering the useful life of the project detailing operational and maintenance considerations (anticipated new operating savings/costs, changes in staffing levels, changes in depreciation funding, etc.) with resulting forecasts for changes in operating budgets.
2. Projects recommended by staff for inclusion in the Capital Improvement Plan shall be focused in three primary areas for consideration, noted below. Each of the primary areas shall have its own dedicated funding sources with all current year funding allocated. The primary areas in order of their presentation are:
 - a. New projects and/or upgrades in current service;
 - b. Projects required to maintain the current standard of infrastructure service (annual street maintenance projects, utility maintenance projects, etc.); and
 - c. Projects that are operational in nature (vehicles and equipment, computer systems, telephone systems, etc.) For projects in this area, only a listing will be provided.
3. All projects submitted as new/upgrade projects will be categorized by type (either 2a or 2b) and evaluated as to their priority within their respective type. This will require the development of categories of projects and a weighted system for prioritizing projects within type. For 2b projects, this will be the Asset Management Program. Type categories, in order of their priority are:
 - a. Projects stemming from unforeseen emergencies or opportunities usually requiring an amendment to the existing Capital Improvement Plan;
 - b. Projects that contain some element of a public/private partnership that aids in the accomplishment of the City's financial plans;
 - c. Specific Improvements that leverage needed investment in the City or region; and
 - d. Service up-grades to City infrastructure.

Approved by the City Commission on April 18, 2011

City of Traverse City Michigan
Master Plan

Historic Resources Element



*"To be rooted is perhaps the most important but
least understood need of the human soul"*
Simone Weil

Historic Resources Element

History of Traverse City 1852-1955

Historical happenings in Traverse City's first 103 years



Nam-qua-chi-qua-ming
Head Chief of the
Chippewas, died
October 26, 1874
at a very old age.



Indian encampment at
the mouth of the
Boardman River during
blueberry season, 1860.



Hannah, Lay sawmill in
the early days.



Slab Houses in "Bagdad"

- 1852 First steamer to enter Traverse City: side wheeler Michigan.
- 1852 First steam sawmill: Hannah & Lay mill on the waterfront.
- 1853 Post office established in Traverse City.
- 1860 Steamer Allegheny began weekly service from TC to Chicago.
- 1867 January 12 First Congregational Church dedicated at 302 Washington.
- 1869 Hannah, Lay built gristmill on river near Union Street.
- 1871 Steamer City of Traverse begins regular runs to Chicago.
- 1872 November 15 first railroad, Grand Rapids & Indiana arrives in TC
- 1873 Campbell House built later called the Park Place Hotel.
- 1876 Ladies Library moves to the Leach Building at 202 W. Front.
- 1878 Fire station built on corner of Union and 7th Street.
- 1883 Hannah, Lay big general store opens at Front and Union. A basement generator provides the first electricity in town.
- 1884 New jail on courthouse square replaces log jailhouse.
- 1885 "Northern Michigan Asylum for the Insane" (later called the Traverse City Regional Psychiatric Hospital).
- 1887 Street numbers established with Front and Union streets as baseline. Odd numbers on north and east sides.
- 1888 New St. Francis church built on corner on Cass and Tenth Street.
- 1889 First brick residence for Christian Peterson built at south-east corner of 7th and Elmwood.
- 1890 Civil War Soldier's Monument erected near county jail.
- 1892 February 4 City Opera House opened.
- 1894 Whiting hotel opened on 150-154 E. Front.
- 1894 November, Boardman River Light & Power company opened.
- 1896 12th. Street Park opens for first football game on land donated by Ed Thirlby
- 1899 First golf course opened on land donated by Perry Hannah, west of St. Francis church.
- 1902 First canning factory built on Hall Street.
- 1903 First brick paved streets, Sixth St. between Union and Division.
- 1904 City Library built on Sixth St. with grant from Andrew Carnegie.
- 1904 Palace Theatre movie house opened at 128 E. Front.
- 1909 October 17, first flight of glider in TC by Charles Augustine.
- 1911 Ford dealership established by Ford's brother-in-law, M.D. Bryant at 132-134 W. Front
- 1916 First Chamber of Commerce organized.
- 1918 Rennie Oil Company opens first gas station at northwest corner of Union and State. They display one of Traverse City's first Napoleon autos
- 1925 May 22 First Cherry Blossom Festival
- 1926 First traffic lights installed on Front Street at Park, Cass and Union
- 1928 July 19 First Michigan Cherry Festival
- 1929 Ransom Field, first airport open on Rennie Hill south of city
- 1930 January 14 First air passenger service from Grand Rapids lands at Ransom field on skis
- 1933 Sewage disposal plant built on Boardman Lake
- 1934 Con Foster museum built
- 1934 Miniature City placed on display at City zoo
- 1934 New Thirlby Field dedicated-first lighted football stadium in the north.
- 1936 New city airport established on Garfield road
- 1941 WTCM established as first radio station by Les Biederman
- 1947 Traverse City Centennial, Traverse City Osteopathic hospital built on Munson Ave.
- 1952 Northwestern Michigan College sets up in old Coast Guard building
- 1953 Grandview Parkway opened and dedicated
- 1955 Front and State streets become one way streets

Time line courtesy of History Center of Traverse City.

Physical essence still exists today.

Some form or activity is active today.

Historic Resources Element

INTRODUCTION

To understand the present and forecast a future we need to recognize the past. Therefore it is essential to preserve, share and celebrate our historical resources. As we bear the responsibility to safeguard our heritage we must take every opportunity to promote the responsibilities of stewardship, stabilize and improve property values and foster civic beauty. Successful preservation is a collaborative effort of public and private organizations using a variety of tools and programs. The Historic Resource Element suggests developing programs to promote preserve and protect, while striking a balance that harmonizes contemporary needs, balances property rights and preserves the culture of the City's substance and form.

Historical Resources Element Definitions

A Historical Resource is; A public or privately owned; building, structure, site, object, feature, or open-space that is significant in; character, history, architecture, archaeology, engineering, works of art, or cultural heritage and at least 50 years of age.

Historic Districts are; Areas that have a common period of development of more than 50 years, a cultural identification with early residents, business and industry, a prevalent architectural style and a limited geographical area. In addition, areas designated as historic should have played a major role in the growth of Traverse City. They should have a sufficient concentration of original character and easily recognizable buildings to minimally suggest the original character of the area.

GOALS AND OBJECTIVES

- Consider City and area history as a prominent value in land-use planning and development decisions.
- Take measures to protect designated Historic Districts against destruction or inappropriate change through private or public action.

Key; For photo dates
ca, Stands for "Circa".



Private Residence, Bay Street
ca 1885



Private Residence, Washington Street
ca 1920

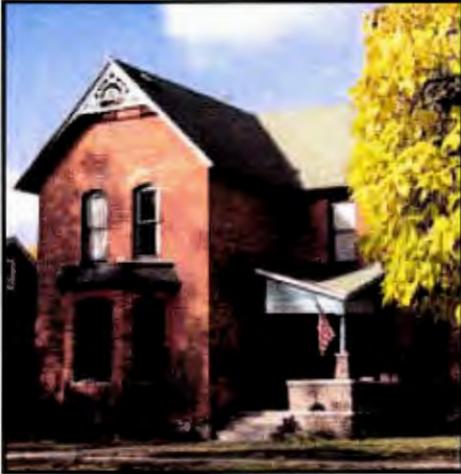


Business, 243 East Front Street
1927



Private Residence, Sixth Street
ca 1900

Historic Resources Element



Private Residence, West Fifteenth Street
ca 1895



Private Residence, Barlow Street
ca 1940



Multiple Use, Elmwood Avenue
ca 1898



Business, E. Front Street
ca pre- 1900

- Establish historic districts, landmarks and site lists that identify key historic resources to be protected.
- Encourage the adaptive reuse of the historic structures and initiate appropriate restorative and protective measures. Where structures must be removed for redevelopment, encourage relocation when feasible.
- Establish a culture of historic preservation throughout the community.
- Assist property owners within the City to identify heritage values and implement desired programs.
- Promote the preservation of historic landscapes such as the Grand Traverse Commons, Hannah Park, etc.

HISTORIC PRESERVATION POLICY (RELATIVE TO LAND USE)

- Formally expand existing Historic Districts over time to reflect the natural historic boundaries and possibly add new ones.
- Generally encourage architecture and site planning that is reflective of the City's historical context.
- Develop incentives for new construction and exterior remodeling of existing buildings within designated historical areas, to be reflective of and sensitive to historic area architectural forms and patterns.
- Discourage removal of historically significant buildings or building facades within designated Historic Districts.
- Facilitate the rehabilitation, preservation, restoration and adaptive re-use of historically significant structures in designated Historic Districts and Landmarks.
- Repair and restore existing brick streets where feasible.
- Develop historic district guidelines for residential and commercial buildings.
- Encourage the use of Secretary of the Interior's Standards when rehabilitating historic buildings.

Historic Resources Element

PLAN IMPLEMENTATION

- Recognize the City of Traverse City Historic Districts Commission and the History Center as the City's heritage preservation agents.
- Promote and encourage the adaptive re-use of historic structures.
- Assist the City's Historic Districts, City residents and geographical areas outside designated historic districts in identifying heritage values.
- Promote existing Historic Districts and encourage the expansion of more to ensure the integrity of the City's substance and form.
- Protect locally designated landmarks and buildings within designated Historic Districts through the implementation and expansion of incentive programs designed to encourage rehabilitation and preservation.
- Develop programs that create awareness of the economic and cultural benefits of historic preservation.
- Create a wayfinding system to promote the listing of historic structures, landmarks and neighborhoods.
- Develop a recognition program for historic and new developments that embody the intent of the resource.
- Prepare a manual showing techniques of rehabilitation and examples to help property owners understand what to expect during remodeling / restoration process.
- Develop additional recommendations for designated Historic Districts that reinforce established building patterns.
- Develop a process to create a comprehensive inventory of the City's cultural resources.
- Document lifecycle histories of buildings, structures and sites



Private Residence, Second Street
ca 1848



Private Residence, Milliken Court
ca 1956



Public Art, Washington Street
ca 1890



Business, East Eighth Street
ca 1955

Historic Resources Element

HISTORIC DISTRICTS

Historic Districts Today Section One

The current recognized districts were designated through education and cooperation of owners and neighbors by identifying the uniqueness of the structures, location and the historical attributes in relation to an era in the timeline of the city. Owners of historic homes and buildings not only have a responsibility for maintaining the historical character and can share in benefits and resources from the Federal, State and City government. This fosters pride in ownership by giving people incentives to remain active in the community as citizens and caretakers of a shared historical experience.

These areas have active Historic Districts.

- Central Neighborhood
- Downtown
- Boardman Neighborhood
- Grand Traverse Commons

Potential Historic Districts Section Two

These are not formally designated areas and their mention as "historic" in this element implies no restrictive inference of any kind. These designated areas are intended to stimulate awareness that historic values exist in such areas.

If it is determined that the City should establish additional or extend historic districts and sites, the following areas may serve as the basis from which to make a decision.

- Slabtown Neighborhood
- Kids Creek Neighborhood
- Old Towne Neighborhood
- Oak Park Neighborhood



Private Residence, Third Street
ca 1941



Private Residence, Sixth Street
ca 1890



Business, Front Street
1948



Private Residence, South Union Street
ca 1886

Historic Resources Element

Historic Districts Today Section One Details

CENTRAL NEIGHBORHOOD

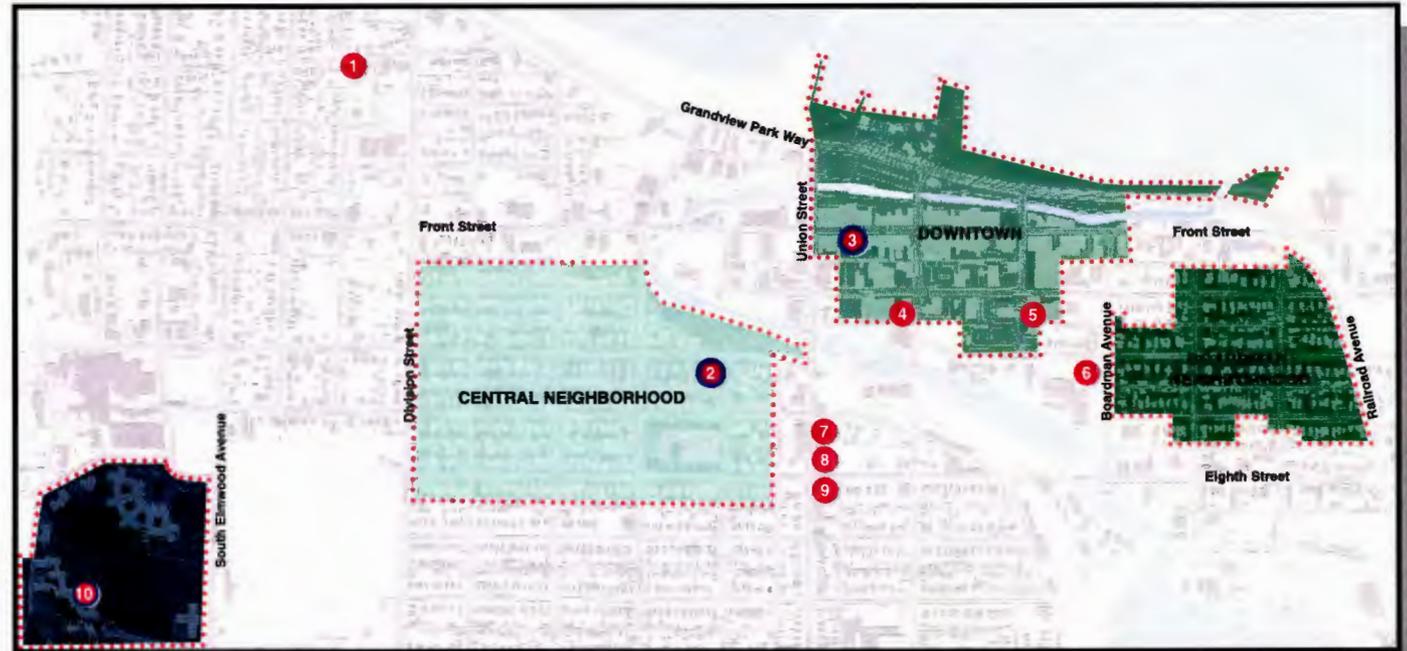
The classic 1891 Hannah House at Sixth and Pine Streets is an excellent example of the fine historic architecturally significant buildings in this neighborhood. With Perry Hannah's encouragement, a series of late Victorian homes, all crafted with extensive use of fine woodwork, spread out along Sixth Street and onto nearby streets. Over time, the neighborhood has retained a surprising degree of appeal and unity. Even some of the brick streets have endured. The Hannah House itself is recognized as one of the finest Queen Anne homes in Michigan, and is listed in the National Register of Historic Places.

DOWNTOWN

Beginning with an area where Captain Horace Boardman had his sawmill in 1847, the City grew along the Boardman River, Front and Union Streets. The City later expanded along Washington and State Streets. Buildings that housed businesses like the Hannah Lay Mercantile and the City Opera House still stand on Front Street and together form the core of the historic Front Street commercial area. Appropriate renovations to storefronts and other buildings are encouraged, along with a continuation of the sensitive lighting plan for this historic area. Preservation of historic bridges is also encouraged.

Washington Street was the choicest, and one of the earliest, residential streets in Traverse City. Along it, grew a neighborhood of elegant Queen Anne Victorian-style homes. These exquisite homes remain largely unchanged by time and the modern world. Except perhaps for the mature tree-shaded streets, they remain an excellent example of the prosperous American small town that proudly existed at the turn of the century.

MAP OF CITY HISTORIC LANDMARKS AND DISTRICTS BOUNDARIES



HISTORIC LANDMARKS

A historic landmark is a single structure or site which is of particular historic value to the City or region. There are ten state-recognized historic structures with in the City, of which, three are on the National Register of Historic Places: the Hannah House, the City Opera House and the Grand Traverse Commons.



Sleder's Tavern,
717 Randolph Street

ca 1882



Hannah House,
305 Sixth Street

1893



City Opera House,
112 East Front Street

ca 1892



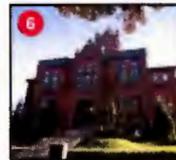
Ladies Library,
Building, 216 Cass
Street.

1910



Park Place Hotel,
300 East State Street

1930



Grand Traverse
County Courthouse,
208 Washington
Street.

1899



Novotny's Saloon
(Dills Olde Towne
Saloon), 423 South
Union Street

Original saloon built in 1886.
Rebuilt in 1978 after fire.



Wilhelm Brothers
Store, 427 South
Union Street

ca 1886



Max's Super Service
Station, 501 South
Union Street

ca 1935

Key: State-recognized historic structures, 1 National Register of Historic Places 2

Section One Historical Landmarks continued on the next page.

Historic Resources Element

HISTORIC LANDMARKS Continuation from previous page.



Building 50 on West Eleventh Street
ca 1885



Offices / Condo's on Cottageview Drive
ca 1892



Munson Manor Hospitality House / Medical
Campus Drive
ca 1900

The Grand Traverse Commons buildings and grounds produce a distinctive historic setting, and reflect the architecture and philosophical concepts that shaped the 19th Century approach to mental illness. Opened as a state hospital in 1885, the Victorian architectural details of the buildings are some of Michigan's best surviving institutional examples from this area. During the 1900's to 1950's, the population swelled to more than 3000 patients which included a general public hospital facility (forerunner to present Munson Medical Center) and the grounds expanded to include more than 50 buildings on the 484-acre site. Since that time, the population gradually decreased, and the hospital eventually closed in 1989. Today the area is experiencing a massive redevelopment which was guided by the Grand Traverse Commons District Plan, adopted in 1994 and the Grand Traverse Commons Master Plan, which was adopted in January 2010. The previous plan and the current plan both recommend that the historic campus with its grand open spaces be preserved for community, medical services, housing and a mix of commercial uses.



The Barns
ca 1932



Traverse Colantha Walker
Marker ca 1932



Business on Cottageview Drive
1890; Remodeled, 1928



Business on Red Drive
ca 1956



Business on Gray Drive
ca 1930

GRAND TRAVERSE COMMONS HISTORIC DISTRICT BOUNDARY



Potential Historic Districts Section Two Details

SLABTOWN NEIGHBORHOOD

This area of Traverse City developed gradually after the 1850s as a working-class neighborhood whose residents were employed in the lumber industry. Its name is derived from the fact that many of the neighborhood's earliest houses were constructed from slabs of timber discarded by the nearby sawmills. In the 1880s and 1890s many of the original slab homes were replaced by a variety of interesting Victorian homes. Today, this area has a pleasing combination of architectural styles common to northern Michigan. Some homes along West Front Street have been renovated while others have been converted into charming shops intermingled with traditional storefronts.

KIDS CREEK NEIGHBORHOOD

With its proximity to the Grand Traverse Commons and Munson Medical Center, this neighborhood has a convenient location with walking access to many services. A mix of family homes, apartments and professional offices add to its vitality. With Kids Creek running through it and shaded hiking trails, this neighborhood enjoys the amenities of City living in a historic, natural setting.

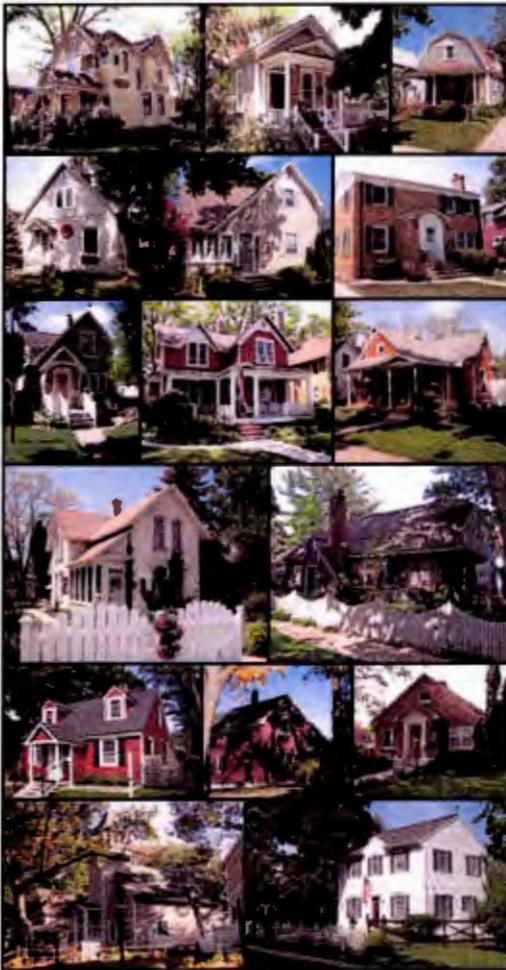
OLD TOWNE NEIGHBORHOOD

St. Francis Church served as the cornerstone from which evolved a neighborhood of pleasant mid-sized homes with differing individualized qualities. Although changes have occurred in the neighborhood, many of the original homes remain. The individual treatment of homes was expressed with fine wood carvings and other small details. Modesty in treatment and size notwithstanding, this area warrants future preservation consideration.

Once having the Oak Park Elementary School as a focal point, this neighborhood was and still is truly reflective of family life within Traverse City. Welcoming porches and spacious yards are part of the charm found here. With impressive results, many of the homes, dating back to the 1800s, have been restored to beautiful residences reminiscent of olden days.

Historic Resources Element

STRUCTURES WITHIN THE OLD TOWNE, OAK PARK, SLABTOWN AND KIDS CREEK NEIGHBORHOODS



MAP OF OTHER CITY HISTORIC LANDMARKS AND PROBABLE DISTRICTS BOUNDARIES



OTHER PUBLIC AND PRIVATE STRUCTURES, STYLES AND LOCATIONS



A 625 Bay Street

ca 1947

B Lay Park 301 S. Union Street (Historic Site)

ca 1926

C Cass Street Bridge (Historic Structure)

ca 1930

D 205 Lake Avenue

ca 1890

E 311 Beth El Way
Congregation Beth El

ca 1885

F 912 S Garfield Street
Saint Michaels

ca 1955

G 821 Hastings Street

ca 1956

Historic Resources Element

OTHER PUBLIC AND PRIVATE STRUCTURES, STYLES AND LOCATIONS

Locations are located on the privies page map.



Hickory Hills, 2000 Randolph Street (Historic Site and Viewshed) ca 1950



Thirby Field, 343 W.Thirteenth Street (Historic Site) 1934



Central Grade School, 307 Seventh Street ca1921 and1937



History Center of Traverse City, 322 Sixth Street ca1904 and 1960



Hannah Park, 200 Sixth Street (Historic Site) ca 1902



J&S Hamburg, 302 W. Front Street ca 1938



Shipping Docks / Open Space (Historic Site) 106 W Grandview Parkway. ca1850



Con Foster 181 E Grandview Parkway. ca 1934



City's Water Pump Station, 429 E. Front Street ca 1962



Boardman School, 412 Webster Street ca 1914



Native American Tree, 427 Washington Street ca 1920



Old Oak Park Library, 873 Washington Street ca 1928

Key: City of Traverse City's, History Center of Traverse City.

4 For more Historical information on general or individual locations, and access over 13,000 photos. Contact (231) 995-0313 or on line at: <http://traversehistory.org/TraverseHistory/Home.html>

CELEBRATING SUCCESS

These are but a few of the many examples of public and private renovations and respectively both private and public new builds that embody the spirit and intent of this element.

PRESERVATION



A 400 Cass Street



B 161 East Front Street



C 826 West Front Street



a. 280 Washington Street



b. Brick Streets Sixth Street Eighth Street

PRIVATE PRESERVATION

A 400 Cass Street

B 161 East Front Street

C 826 West Front Street

PUBLIC PRESERVATION

a. 280 Washington Street

b. Brick Streets Sixth Street Eighth Street

PRIVATE NEW BUILDS

A 101 North Park Street

B 125 Park Street

C 600 East Front Street

PUBLIC NEW BUILDS

a. 610 Woodmere Avenue

b. 130 Hall Street

c. 125 East Eight Street



Original State Hospital Sign ca1885

NEW BUILDS



Natural Resources Element

The protection of Traverse City's natural resources--our Bay Front, the Boardman River, Boardman Lake, the wetlands, the parklands, rolling hills and viewsheds--are vital to our health, safety, welfare, economy and quality of life as a community. The Bay and other water sources provide for our drinking water, residential and commercial uses, fisheries, wildlife habitat and many recreational uses.

This document will prove most effective when the City:

- Views our natural resources as valuable community assets
- Includes discussion of natural resource elements within the Asset Management Committee and Capital Improvement Plan review.
- Plans and communicates across departments
- Works in collaboration with neighboring communities within the region
- Partners with area natural resource management organizations and State and Federal agencies to seek funding, reduce duplicative efforts and leverage local knowledge and expertise.
- Conducts an extensive natural features inventory (NFI), including flora, fauna, soil types, air quality, and water quality, to establish baseline criteria. After the completion of a NFI, specific priorities, goals and standards can be developed.

Protect surface and ground water quality, wetlands and shoreline zones.

Objective 1: Reduce nutrients and sediments entering all waters bodies.

- Educate City residents about the impacts from the misuse of outdoor fertilizers on water quality.
- Conduct water quality testing, identify water quality problems, prioritize remediation, and implement water quality treatments for stormwater outfalls into Grand Traverse Bay, Boardman Lake, Boardman River and Kids Creek.
- Inventory erosion sites and develop specific sediment reduction goals for the human-caused erosion on Grand Traverse Bay, Boardman Lake, Boardman River, and Kids Creek.
- Continue to monitor for illicit drain connections.

Objective 2: Manage stormwater quality and quantity on site.

- Design and implement a stormwater management program to ensure that new development or redevelopment projects use industry-accepted standards for better environmental and health performance to improve the water quality of stormwater before it leaves the site and to reduce the need for hard infrastructure.

- Review impervious cover standards by each neighborhood type for lot coverage and parking lot size to reduce stormwater runoff and protect water quality.
- Review the “Site Plan and Site Development Standards” ordinance to ensure that sufficient information about stormwater management, protection of vegetated buffers, trees, other natural features, and natural drainage patterns are provided in the site plan review process.

Objective 3: Work with private landowners to protect and restore natural vegetation around all water bodies, including rivers, streams, lakes, and wetlands.

- Educate residents and property owners about the importance of riparian areas to water quality protection, erosion control, and wildlife habitat conservation.
- Encourage and incentivize the establishment of natural vegetation buffers on all sites adjacent to water bodies and wetlands to increase nutrient filtering, erosion control, wildlife habitat and property values.
- Identify and prioritize shorelines that need vegetated buffers.
- Codify the existing stormwater control ordinance guidelines protecting vegetated buffers starting above the ordinary high water mark of any wetland, lake or stream.
- Based on the NFI, set a standard for maintaining and possibly increasing wetlands.
- Require new buildings to be set back from the shoreline and the use of vegetative buffers where possible, rather than engineered walls and stone revetments.
- Based on the NFI, set a standard for limiting and/or mitigating hardened shoreline on Boardman Lake, Boardman River, Kids Creek and Grand Traverse Bay.

Objective 4: Manage the City’s public lands, right-of-ways, and facilities to protect water quality.

- Limit the use of outdoor fertilizers on City properties to only those properties where soil testing indicates a need for additional nutrients.
- Maintain excellent wastewater treatment control measures.
- Regularly review street cleaning and salt/sand application procedures for best management practices to protect water quality.
- Protect existing naturalized shorelines on surface water bodies and wetlands with a vegetative buffer or other low impact development practices above the ordinary highwater to limit erosion, trap nutrients, and provide fish and wildlife habitat and identify additional shoreline areas that could be naturalized.
- Incorporate green infrastructure approaches into street, sidewalk, path, and other city projects where possible to improve water quality before stormwater enters the stormwater system.
- Identify environmentally sensitive areas on City properties and protect them as natural preserves or for passive recreation.

Objective 5: Protect the City's water resources from other threats to water quality.

- Monitor identified sites where toxins, pathogens, and thermal impacts have been found above accepted water quality standards and work with all interested parties to implement remediation when standards are exceeded.
- Protect groundwater quality and surface waters from toxic contamination, pathogens, and thermal impacts including the potential impacts of underground injection wells.
- Implement measures to ensure that all public swimming areas meet or surpass health standards for *E.coli*.
- Develop and implement programs to stop Great Lakes aquatic invasive species from being introduced to the City's water bodies, including adoption of boat washing ordinances and installation of boat washing facilities at City boat launches.
- Educate institutions, businesses and residents on the proper way to dispose of pharmaceutical byproducts through public education and pharmaceutical drop off programs.
- Track the remediation of leaking underground storage tanks within the City limits.

Objective 6: Exemplify sustainable water use.

- Review the need for and scheduling of irrigation on City properties.
- Adopt practices and policies to conserve water resources to become a model of water conservation for the Grand Traverse region.

Protect Natural Landforms and Topography

Objective 1: Protect land forms and topography

- Review restrictions on development of sites with slopes of greater than twenty percent.
- Encourage clustering of residential units.
- Encourage the design of buildings that fit into sloping sites to minimize alteration of the topography and natural vegetation.
- Adopt an ordinance to require non-regulated floodplain capacity lost due to proposed development design to be replaced with storage capacity elsewhere.

Objective 2: Develop infrastructure standards that protect topography and preserve viewsheds.

- Avoid loss of scenic natural resources.
- Design roads, driveways, and sidewalks to minimize excessive cutting and filling.
- Minimize driveway surface area and encourage common driveways.
- Route utilities away from terrain that requires excessive cutting and filling.

Protect and Enhance Indigenous Biological Diversity

Objective 1: Protect and/or improve ecosystem services and biological diversity.

- Encourage the protection, restoration, creation, and management of native wetlands.
- Prioritize protection and restoration of natural drainage patterns in review of projects.
- Identify fish habitat areas and implement restoration and protection measures for those areas.
- Adopt a “no net loss” tree policy on City properties.
- Develop a strategic plan for invasive species education, prevention, and mitigation that includes eliminating the presence and use of High Priority Non-Invasive Species on City properties.
- Plant non-invasive canopy trees in City easements to filter rainfall, slow traffic, reduce light trespass and provide neighborhood landscaping.

Objective 2: Partner with other organizations to protect, maintain, and manage natural areas and open spaces on both public and private lands.

- Adopt a management plan for City parklands and natural areas that protects and improves the diversity, quality, and integrity of terrestrial and aquatic ecosystems.
- Assist regional efforts to connect, consolidate and increase public holdings and the protection of unfragmented habitat.
- Coordinate and support biodiversity protection measures with regional and neighboring communities.
- Update City Forestry Plan once a Natural Features Inventory is completed.

Protect local and regional human and ecosystem health by meeting or exceeding the National Ambient Air Quality Standards in the Grand Traverse Bay Region.

Objective 1: Recognize our responsibility for Climate Change and take rectifying action.

- Continue to work on a formal local action plan for reducing greenhouse gas emissions with specific goals and timelines consistent with the US Mayors’ Climate Protection agreement adopted by the City Commission in 2007 and seek funds for implementation.

Objective 2: Establish criteria for local air pollutants.

- Implement a baseline air quality study of the region including the 6 criteria air pollutants as determined by the EPA
- Create an action plan to address the results of the baseline air study.

- Work with area energy providers to create an energy plan that balances our demand for electricity with a supply of energy sources that have the lowest possible net-use of fossil-based carbon fuels.

Protect Human Habitat

Objective 1: Preserve the night sky by limiting outdoor lighting that is misdirected, excessive or unnecessary while permitting reasonable uses of outdoor lighting for safety, security and enjoyment.

- Set maximum illumination levels and lighting hours for each neighborhood type and recreational areas based on best scientific practices.
- Review and establish height and shield lighting standards by neighborhood types.
- Require site lighting plans for new construction.
- Set lighting curfews for commercial businesses during closed hours.
- Set standards to limit hours and minimize the use of electric signage.
- Encourage use of motion detector lights to encourage conservation and provide safety and security when necessary.
- Educate the public on appropriate and safe levels of lighting.
- Work to shield high intensity municipal lights to eliminate light trespass.
- Allow for provisions for holiday lighting and special events.

Objective 2: Reduce the impact of excessive noise on our living environment

- Set noise levels based on best scientific practices by neighborhood types.
- Educate citizens on current noise ordinance.

Objective 3: Reduce the amount of visual pollution within Traverse City

- Work in conjunction with utility providers to place utilities underground with a focus on areas of high density when feasible.
- Work to reduce and limit signage in major corridors.

Approved by the City Commission on September 6, 2011

MASTER PLAN PARKS AND RECREATION ELEMENTS

Introduction

In setting our goals we have to make a commitment to maintain and expand our parks and recreational areas to serve a growing and active population. Our parks not only impact the quality of life for our citizens, they play an important role in attracting visitors to our city and add significantly to our economy.

Goals and Objectives

Goal 1: Design and protect the bay as a recreational resource for residents and tourists.

Design and implement our Traverse City Bayfront 2010 plan as means to care for our public waterfront primarily as an urban recreational resource for use by all, with care and attention given for preserving and enhancing the natural and environmental qualities.

Objectives:

- Prioritize phases of the Traverse City Bayfront 2010, plan.
- Work on short term improvements that tie in with future revitalization plans
- Utilize Leadership in Energy and Environmental Design (LEED) and green building standards on site and building solutions when feasible.

Goal 2: Develop the Boardman Lake and River as natural resources

- Promote water related use of Boardman Lake and River, such as the Traverse Area Community Sailing program and craft rentals on both the lake and the river.
- Explore the possibility of establishing a recreational area on the west side of Boardman Lake
- Support the establishment of public access points along the Boardman Lake and River

Goal 3: Continue a strong, flexible recreational program affording a variety of recreational activities and experiences for a wide range of users.

Objectives:

- Continue to support the location of a senior center on the bay.
- Continue to support the Grand Traverse Commission on Aging to provide recreational programs, education and assistance to seniors.
- Support revenue enhancing activities at Hickory Hills, to diversify winter sports and promote year round use.
- Encourage growth of passive and active recreational opportunities at the Grand Traverse Commons.
- Encourage the county owned civic center to remain in Traverse City.

Goal 4: Incorporate the need for safe, attractive pedestrian access with private or public development while maintaining and developing additional pedestrian linkages.

Objectives:

- Continue our commitment to extend, repair and replace sidewalks annually as part of our ongoing infrastructure upgrading program
- Plan for sidewalks leading to and where appropriate, within our parks
- Improve overall transportation choices that would also improve recreational access.
- Implement universal accessibility design principals as a design standard for all new facilities

Goal 5: Encourage cooperative governmental relationships to establish an adequate and equitable method for financing development, operation, and maintenance of recreation facilities and programs.

Objectives:

- Continue to work with the Traverse City- Garfield Recreational Authority to maintain and purchase key recreational lands within the two jurisdictions
- Seek financial support from adjacent units of government whose residents are significant users of Hickory Hills.

- Encourage regional support of the Heritage Center.

Goal 6: Concentrate on upgrading and maintaining existing parks and facilities.

Objectives:

- Develop consistent wayfinding signs to improve orientation, overall identity and name recognition of the City Parks.
- Repair and replace playground equipment, benches, tables and other installations as needed at parks and recreational areas featuring these amenities

Goal 7: Develop new recreational facilities when supported by the residents, especially in park deficient areas and along waterfronts.

Objectives:

- Continue the Boardman Lake Trail as a top priority for the city and seek grants for new recreational facilities.
- Pursue the possibility of a community park in the Traverse Heights neighborhood possibly on the school-owned land adjacent to Traverse Heights Elementary School.

Goal 8: Maximize the use of existing facilities.

Objectives:

- Develop a marketing plan that promotes the use of city parks and recreational programs.
- Recognize July as National Parks Month and celebrate by holding special events during the month.
- Use the high school tennis courts and the tennis courts at the senior center for city sponsored tennis and pickle ball lessons for city residents.

Goal 9: Work with schools to make recreation facilities and programs part of the education system.

Objectives:

- Work with Traverse City Area Public Schools (TCAPS) to enhance recreational facilities and programs as part of the education system.
- Continue to work with TCAPS, Grand Traverse County Recreation Department and other municipalities towards developing area-wide recreation plan.
- Support the Safe Routes to School Program.
- Support the use of Thirlby Field for year-round recreational uses.

Public Utility Plan Element – Water

In concert with the Natural Resources Element, the protection of Traverse City’s natural resources, our Bay Front, the Boardman River, Boardman Lake, the wetlands, the parklands, rolling hills, and view sheds, are vital to our health, safety, welfare, economy and quality of life as a community. The Bay and other water sources provide for our drinking water, residential and commercial uses, fisheries, wildlife habitat and many recreational uses.

In addition, economic development, growth, and type of development will depend in great measure on the ability to treat and distribute clean water in the area. To that end, the general goals and objectives of the Water Plan Element are:

1. Water rates should encourage water usage consistent with local goals.
2. The treatment system should consist of state of the art technology.
3. An ongoing evaluation and assessment of the distribution system should be conducted.
4. A continued assessment of the Bulk Water Sale Agreements should be performed to monitor the demand for water from outside the City through the transmission system.
5. User rates should be sufficient to provide funds for operational costs and for maintaining infrastructure and its replacement. The City should make efforts through revisions to the Bulk Water Sale Agreements to insure that market rates reflect the total true cost of service.
6. Coordination amongst all City utilities should be insisted for all improvements.
7. Campus plans should include a hydraulic assessment of their impact on the water transmission and distribution system from the treatment plant.
8. Recognizing that the water utility has a regional impact, the City should be constantly coordinating with other governmental entities.

Neighborhood Type	Distribution Capacity	Intensity
TC 1	Minimal	Very Low
TC 2	Small	Low
TC 3	Small	Low/Moderate
TC 4	Medium	Moderate/High
TC 5	Large	High
Campus	Small/Medium/Large	Low/Moderate/High

Public Utility Plan Element - Stormwater

In concert with the Natural Resources Element, the protection of Traverse City's natural resources, our Bay Front, the Boardman River, Boardman Lake, the wetlands, the parklands, rolling hills, and view sheds, are vital to our health, safety, welfare, economy and quality of life as a community. The Bay and other water sources provide for our drinking water, residential and commercial uses, fisheries, wildlife habitat and many recreational uses.

In addition, economic development, growth, and type of development will depend in great measure on the ability to contain and treat storm water in the area. To that end, the general goals and objectives of the Stormwater Plan Element are:

1. Water quality is of more importance than the quantity of water being treated.
2. Coordinate with the Natural Resources Plan Element.
3. Manage stormwater to reduce deleterious impact on the bay and other bodies of water.
4. Conform to Best Management Practices for removal of sediment and other contaminants from stormwater released into natural water courses.
5. Strive to contain/retain water on site both to reduce loads on stormwater infrastructure and to allow sediments to settle out before the water is released.
6. Monitor the stormwater and sanitary sewer systems for illicit connections and maintain their separation.
7. Identify a dedicated and sustainable funding mechanism for the operation and maintenance and capital improvement of the stormwater system.
8. Require that a Stormwater runoff ordinance be maintained.
9. Encourage use of the City's tree canopy and street sweeping efforts where practicable to assist in natural cleaning of stormwater.
10. Campus Plans shall include a plan for stormwater management and provide for the continued repair and maintenance of that system.

Neighborhood Type	Level of Treatment	Design
TC 1	Onsite	Low Impact
TC 2	Onsite	Low Impact
TC 3	Onsite/Tie into System	Medium Impact
TC 4	Onsite/Tie into System	Moderate/High Impact
TC 5	Tie into System	Very High Impact
Campus	Onsite/Tie into System	Low/Medium/High Impact

Public Utility Plan Element - Sanitary Sewer

In concert with the Natural Resources Element, the protection of Traverse City's natural resources, our Bay Front, the Boardman River, Boardman Lake, the wetlands, the parklands, rolling hills, and view sheds, are vital to our health, safety, welfare, economy and quality of life as a community. The Bay and other water sources provide for our drinking water, residential and commercial uses, fisheries, wildlife habitat and many recreational uses.

In addition, economic development, growth, and type of development will depend in great measure on the ability to treat waste water in the area. To that end, the general goals and objectives of the Sanitary Sewer Plan Element are:

1. The treatment system should consist of the most cost effective state of the art technology.
2. An ongoing evaluation and assessment of the collection system should be conducted.
3. A continued assessment of the Master Sewer Agreement should be performed to monitor the contribution of flow from outside the City into the collection system.
4. User rates should be sufficient to provide funds for operational costs and for maintaining infrastructure and its replacement. The City should make efforts through revisions to the Master Sewer Agreement to insure that market rates reflect the total true cost of service.
5. Coordination amongst all City utilities should be insisted for all improvements.
6. Campus plans should include a hydraulic assessment of their impact on the wastewater collection system to the treatment plant.
7. Recognizing that the sanitary sewer utility has a regional impact, the City should be constantly coordinating with other governmental entities.

Neighborhood Type	Collection Capacity	Intensity
TC 1	Minimal	Very Low
TC 2	Small	Low
TC 3	Small	Low/Moderate
TC 4	Medium	Moderate/High
TC 5	Large	High
Campus	Small/Medium/Large	Low/Moderate/High

Public Utility Plan Element – Electric

In concert with the Natural Resources Element, the protection of Traverse City's natural resources, our Bay Front, the Boardman River, Boardman Lake, the wetlands, the parklands, rolling hills, and view sheds, are vital to our health, safety, welfare, economy and quality of life as a community. The function of our water, sanitary sewer, and storm water utilities are critical in accomplishing the above stated goal and these utilities can not function properly without a dependable and reliable source of electricity.

In addition, economic development, growth, and type of development will depend in great measure on the ability to provide reliable and inexpensive electricity. To that end, the general goals and objectives of the Electric Plan Element are:

1. Ensure employee and public safety.
2. The electric system should continue its upgrades with state of the art technology as deemed appropriate by staff.
3. An ongoing evaluation and assessment of the distribution and transmission systems should be conducted.
4. In order to maintain reliability, a system with redundancy is encouraged.
5. Sufficient local generation including distributive generation should be pursued commensurate with local support for such projects.
6. Coordination amongst all City utilities should be insisted for all infrastructure improvements.
7. Campus plans should include an assessment of electric requirements.
8. User rates should be kept as low as possible.
9. A balance between aesthetics and cost efficiency should be considered in determining the benefit of a capital project to the system as a whole.
10. Encourage energy conservation and educate customers to utilize electricity more efficiently.
11. Provide for proper disaster planning.
12. Any growth in the utility's service territory should benefit the City residents and businesses.

Neighborhood Type	Distribution Capacity	Intensity
TC 1	Minimal	Very Low
TC 2	Small	Low
TC 3	Small	Low/Moderate
TC 4	Medium	Moderate/High
TC 5	Large	High
Campus	Small/Medium/Large	Low/Moderate/High

Approved by the City Commission on 10/1/12

Transportation Element

INTRODUCTION

Transportation choices are crucial to the economic, social, and environmental vitality of our community and neighborhoods. Traverse City will design and maintain its transportation networks and public rights-of-way to maintain safe, convenient, inviting and efficient conditions for all who use them to improve the quality of life for its residents and visitors alike. Being cognizant of the importance of placemaking when planning, constructing and maintaining our streets, the Urban Design Element must be consulted when considering transportation investments. To provide safe and efficient access to people and goods, all modes of travel and how these modes connect to one another need to be evaluated. In making evaluations of streets, bridges, public transit, bicycle facilities, pedestrian ways, freight facilities and routes, ports and railroads, all legal users of the public rights-of way need to be considered. In addition, transportation projects need to reflect and contribute to the character of the neighborhood they traverse.

To accomplish this, Traverse City will:

STREET FORM AND FUNCTION

- Provide well-planned connections within and throughout the transportation network improving the efficient distribution of travel throughout the network and promoting reduced motorized vehicular trips and lengths. Identify a framework of major streets providing connectivity throughout the City and region with a focus on the access to goods, services, and people. Routinely promote the use of alternatives to the single occupancy vehicle in both trip planning and cost related comparisons to the general public.
 - Objectives:
 - Use design elements to increase mobility and decrease speed (i.e. Front Street downtown)
 - Fewer emissions (fumes, noise, road pollution, etc.)
 - Fewer single-occupancy motor vehicle miles traveled
 - Increased accessibility and use of mass transit, carpools, and non-motorized modes of transportation
 - Achieve appropriate operating characteristics (i.e. traffic volume, speed, types of vehicles) for all streets

CONNECTIVITY AND VEHICLE HIERARCHY

- All components of the City's transportation system and its inter-connectivity will be designed and maintained to provide safe, convenient, inviting and efficient movement of people and goods in a manner that is appropriate to the context of the community and neighborhood through which it passes. The City shall consider all legal users of the public rights-of-way in its designs. When planning and designing new or reconstructed streets the City will give consideration to the following: (1) public safety, (2) pedestrians, (3) public transit users, (4) bicyclists, (5) commercial vehicles, (6) car-pooling vehicles, and (7) single occupancy vehicles.
 - Objectives:
 - Redesign street rights-of-way to reflect the planned character and context of the neighborhood type.
 - Increased use on "framework" streets through designation of a well-connected commercial network. Framework streets serve as regular emergency routes.
 - More efficient distribution of all types of trips
 - Increased use of non-motorized transportation options

- Develop and refine traffic calming policies and implementation schedules
- Support regional transportation planning efforts

ACTIVE TRANSPORTATION

- Develop an active transportation network providing safe, convenient, inviting and efficient infrastructure serving people of all abilities, on bicycles or on foot both within the City and throughout the region focusing on expanding active transportation as a viable transportation option.
 - Objectives:
 - Improve and expand the active transportation network including bicycle lanes, sidewalks, crosswalks, multi-use trails, etc.
 - Focus investment for infrastructure around activity centers. Major nodes shall be represented by activity centers such as significant job hubs, major shopping destinations, primary medical facilities, leisure activity facilities, schools, park and ride lots, major residential developments, other static and intermittent major traffic generators, etc.
 - Expansion of maintenance activities focused on four season use of active transportation elements
 - Reduction in street maintenance costs

PUBLIC TRANSIT

- Develop and promote reliable, efficient fixed-route transit services connecting major nodes within the City and throughout the region.
 - Objectives:
 - Increase transit ridership
 - Cooperation and promotion by major employers, retailers, schools, and tourism vendors for the use of mass transit by employees, residents and visitors
 - Strategically locate park-and-ride facilities
 - Timely routes that are convenient and direct
 - Installation of facilities for public transit patrons (all-season bus shelters, route signs at bus shelters depicting services, bicycle racks on buses, reduced headway times, frequency of buses, etc.)
 - Support regional collaboration

COMMERCIAL AND FREIGHT TRANSPORTATION

- The City will promote and facilitate high occupancy regional transportation systems including water, air, rail, and private bus and taxi services. It shall be the policy of the City to connect the inter-regional and regional transportation modes to the existing and planned services provided to meet the goals and strategies of this plan. The plan supports enhanced mobility that is beneficial to community livability and the businesses that are directly served.
 - Objectives:
 - Support regional transportation planning efforts
 - Support and provide input on strategic policies for air transportation that recognizes the economic impact of the Cherry Capital Airport to the local economy. Support the location of the airport within the city limits and the integration of air transportation with multi-modal transportation options.
 - Develop strategic plan for the integration and support of rail and water transport including employees, passengers, and goods. This plan will outline specific cooperative support for the integration of local mass transit, taxi, commercial, and shuttle support for employees, passengers and goods arriving and departing rail and water transport facilities.

PARKING

- The City will maintain a comprehensive parking policy that determines decisions on the placement, regulation, and investment in parking.
 - Objectives:
 - Adopt a comprehensive parking strategy
 - Reduce land dedicated to the use and investment of parking associated with private uses
 - Increase use of mass transit and active transportation options
 - Increase siting and number of bicycle parking
 - Increase ratio of commercial space to public surface parking

Approved by the City Commission on November 21, 2011

Urban Design Element TC-2



INTRODUCTION

The TC-2&3 residential neighborhoods contain a diverse mix of housing types and uses: single and multi-family dwellings; business offices; home occupations; public spaces; recreational opportunities; and retail establishments that meet the daily needs of residents. The goal is to strengthen existing neighborhoods and ensure that housing is accessible to residents of all age and income levels. It is envisioned that new dwellings will be built within existing neighborhoods to increase density and accommodate expected population growth within the city.



BUILDING PLACEMENT

- Varies based on topography.
- Deeper setbacks.
- Attached garages usually located to the side of home or recessed from the front of home.
- Variations in setbacks to celebrate open spaces and long distance views.

BUILDING SCALE

- Large lots.
- Similar proportions, scale and roof lines.
- Larger multi-family dwellings have massing and articulation in proportion with existing structures on the same block.

BUILDING ORIENTATION

- Varies based on topography and views of open space.
- Wide side of house typically faces the street.

STREETS, PARKING AND LANDSCAPING

- Typically streets without sidewalks and curbs.
- Streets tend to follow the topography and often meander.
- Traffic is channeled to arterial or collector streets.
- Deep driveways provide additional parking.
- Parking lots for institutional or multi-family uses should be screened from adjacent properties and public rights-of-way.
- Retain existing natural features and vegetation, especially along ridge-lines and street corridors.
- Open lands used as buffers to contrasting land uses.

CONNECTIVITY

- Pathways mainly for recreation.
- Fewer intersections.
- Pedestrians sharing the street with vehicles.
- Links to regional trail systems.

PUBLIC SPACES

- Neighborhood schools and places of worship.
- Neighborhood parks.



Urban Design Element TC-3

BUILDING PLACEMENT

- Dwellings vary in size and type.
- Residential buildings are located close to the street and often incorporating front porches.
- Established build to lines for formal order.

BUILDING SCALE

- Compact lots.
- Mostly two story houses.
- Similar proportions, scale and roof lines.
- Commercial buildings and large multiple family dwellings shall have massing and articulation in proportion with existing structures on the block.

BUILDING ORIENTATION

- Typically parallels the street.
- Front doors and porches face the street.
- Garages front the alley.
- Narrow part of home faces the street.

STREETS, PARKING AND LANDSCAPING

- Curbed streets with tree lawns and sidewalks.
- Streets connected through a complete urban grid system.
- Narrow streets, short blocks tight curb radii to promote pedestrian friendly streets.
- Service alleys provide access to rear yard parking areas and to garages.
- Bus stops located on neighborhood streets.
- Pedestrian scale lighting primarily for sidewalks and street intersections.
- On street parking permitted to reduce the need for driveways and parking lots.
- Streets are well defined with uniform tree lawns and formal rows of shade trees.

CONNECTIVITY

- Sidewalk network and strong pedestrian orientation.
- Generally a grid pattern of interconnecting streets.
- Links to regional trail systems.

PUBLIC SPACES

- Neighborhood schools and places of worship.
- Neighborhood parks.



Urban Design Element TC-4



INTRODUCTION

The TC-4 neighborhood is the least formally developed of the two commercially focused neighborhoods. It is envisioned this neighborhood type will provide the nucleus for new development. In some cases these areas are underdeveloped, or could be redeveloped in a more efficient manner to accommodate additional shops and services. The addition of residential units is encouraged. Expansion within existing neighborhoods is looked upon more favorably than developing isolated commercial sites. New buildings should not be compelled to mimic their historic predecessors, but should pay attention to local practices regarding roof pitches, eave lengths, window-to-wall ratios, and the socially significant relationship of buildings to their site and street.



BUILDING PLACEMENT

- Locate buildings so as to frame the street and screen parking.
- Deeper setbacks on heavily traveled streets where right-of-way is limited.
- Encourage infill development that anchor and define corners at intersections.

BUILDING SCALE

- Multi-stories.
- Step down the height of new development adjacent to TC-2 and TC-3 Neighborhoods.
- Allow for greater height and density for new development in TC-2 and TC-3 Neighborhoods when adjacent to TC-4 Neighborhoods.
- Primary facades should be in proportion with the building types recommended for the block or in the neighborhood.
- Divide long facades into smaller increments.



BUILDING ARTICULATION

- Encourage windows, main entrances or street level activities for the first story street wall facing any public street.
- Place building mechanical and/or support functions away from the primary frontage or street.
- Buildings should be sited to encourage outdoor pedestrian gathering.
- Require minimum building widths to occupy a high percentage of the property width at the street.



APPROPRIATE RESIDENTIAL BUILDING TYPES

- **COMMERCIAL LOFTS** consisting of a commercial ground floor topped by one or more stories of dwellings.

Urban Design Element TC-4

- **APARTMENT HOUSES** consisting of buildings located along streets rather and integrated with commercial structures.
- **LIVE/WORK BUILDINGS** consisting of a single family dwelling containing a formal work place.
- **ROW HOUSES** consisting of narrow party-wall houses facing the street.

STREETS AND PARKING

- Bike lanes preferred unless near streets can provide superior access.
- Sidewalks along heavily traveled streets.
- On-street parking where feasible.
- Long blocks will have mid-block crossings to enhance pedestrian connectivity.
- Landscaped medians where possible.
- Locate parking to the rear or side of the principle building(s).
- Parking access from alley or service street if available.
- Limit/consolidate driveways and interconnected with adjacent lots.
- Encourage shared parking.
- Reduce off-street parking requirements in areas served by transit or bike routes and have strong pedestrian links to neighborhoods.
- Screen parking areas if exposed to public streets or residential areas.
- Incorporate canopy trees on street edges and hardscapes that promote an attractive walking environment.

CONNECTIVITY

- Provide sidewalks along streets and construct crosswalks to be highly visible.
- Provide curb side bus stops along transit routes.
- Connect sidewalks to adjacent residential neighborhoods.
- Provide clear and identifiable pedestrian connections from streets to front doors of buildings.

MATERIALS

- Sustainable
- Durable building products that age gracefully over time.

PUBLIC SPACES

- Incorporate civic spaces and squares that serve as activity focal points.
- Encourage streetscape improvements for walkability.



Urban Design Element TC-5



INTRODUCTION

The TC-5 neighborhood is, and is, envisioned to consist of a diverse mix of retail establishments, restaurants, residential housing and offices. This neighborhood type encourages buildings that support a wide mix of uses, and designed to add visual interest and street activity. The emphasis on pedestrian scale development is encouraged and it is important for buildings to maintain pedestrian interest along all sidewalks. A balance must be found that creates variety in the height and bulk of buildings, and satisfy other, equally valid needs (views and increased open space).



BUILDING PLACEMENT

- Encourage buildings to locate near the public sidewalks to help frame the street.
- Minimal front yard setbacks with side party walls.
- Encourage buildings to be constructed on surface parking lots that have exposure to streets.
- Deeper setbacks on streets where posted speeds exceed 25 m.p.h.

BUILDING SCALE

- 2-4 stories with taller buildings permitted through a Special Land Use Permit (single story buildings not allowed).
- Massing and articulation in proportion with existing structures on the block or intended neighborhood type.
- The upper floors of buildings taller than four stories should be recessed along public streets to keep the buildings in proportion with typical street rights-of-ways.
- Step down the height and massing of development adjacent to TC-2 and TC-3 Neighborhoods.
- Require new buildings to occupy most of the property width.



BUILDING ARTICULATION

- Retail and office buildings should include large windows (with clear glass) and building details to add visual interest for pedestrians.
- Entrances, porches, balconies, decks and seating should be located to promote pedestrian use of the street edge.
- Main entrances should face the street.
- Primary facades should be in proportion with existing structures on the block or neighborhood.
- Divide long facades into smaller increments.



THE CITY OF TRAVERSE CITY MASTER

Urban Design Element TC-5

APPROPRIATE RESIDENTIAL BUILDING TYPES

- **COMMERCIAL LOFTS** consisting of a commercial ground floor topped by one or several more stories of dwellings.
- **APARTMENT HOUSES** consisting of buildings located along the street edge with an optional courtyard facing the street.
- **ROW HOUSES** with party-wall houses placed on narrow lots.

STREETS AND PARKING

- Parking should be delivered in a manner that is the least obtrusive to the streetscapes and riverfront.
- Surface parking lots should be replaced with buildings and civic spaces as parking structures are constructed and transit service improves.
- Create lively street edges with interesting store fronts and attractive civic spaces.
- Cross walks should be clearly marked and spaced at frequent intervals along the street.
- Driveways that cross sidewalks should be limited to public parking areas.
- Over time, replace private parking with parking decks.
- Provide adequate bike parking and convenient bus stops.
- Tree lawns on streets where posted speeds exceed 25 m.p.h.

CONNECTIVITY

- Encourage pedestrian travel by creating interesting street edges.
- Sidewalks should be maintained year round and furnished with benches, bike racks, drinking fountains, trees, public transit stops, public restrooms and trash receptacles.
- Encourage the use of street level windows, landscaping, arcades, plazas, decorative paving and lighting to enhance the environment for walking.

MATERIALS

- Sustainable.
- Durable, requiring reconstruction or replacement only in the distance future.
- Age gracefully over time.
- Local to the degree practical.

PUBLIC SPACES

- Incorporate civic spaces and squares a part of the mix-use development in prominent locations.
- Encourage streetscape improvements that create safe and attractive walking environment.



Zoning Element

Introduction

The intent of the Zoning Element of the City of Traverse City Master Plan 2009 (herein after referred to as 'the Master Plan') is to articulate a strategy for bringing the existing Zoning Ordinance into compliance with the City of Traverse City Master Plan. It addresses issues and concerns and sets the foundation for future zoning ordinance and zoning map modifications.



HAME

The Master Plan has as a core principal the utilization of HAME – Hours, Auto, Mass and Emissions and uses these measures of intensity as a way to differentiate neighborhood types (TC-2, TC-3 etc.). The utilization and the development of a working HAME model was not addressed in the Master Plan document. Is HAME measured subjectively or objectively? Is it a number or a comparison to the existing conditions of a neighborhood type or neighborhood edge?

HAME will not be measured by a numerical benchmark, but instead includes those aspects of develop-

ment that can and should be regulated – hours, traffic volume, noise, and building mass – and as such should be 'the focus' of discussion and decision-making processes. The intent of HAME is to ensure that language used in land development discussions is centered on these intensities.

There are a variety of options for incorporating HAME into the planning review and approval process, with the understanding that HAME standards empower, but do not compel the use of rigid numerical measures in the planning process. A separate decision-making process based strictly on HAME measurements would not be effective or advisable at this time. Instead, intensities relative to hours, autos, mass, and emissions should be a part of the dialogue as we move into discussions on recommendations for consolidation of the Zoning Ordinance and the Master Plan, which includes the Future Land Use Map.

Step Down

As stated in the Master Plan, higher intensity uses must step down in intensity at borders with less intense neighborhoods. It is recommended that corridor overlay districts be developed to address the issues associated with step down in intensities especially where TC-4 and TC-5 neighborhoods are next to TC-2 or TC-3 neighborhoods. These corridor overlay district plans must accommodate the neighborhood concerns and avoid the issue of 'down zoning'. This may require a step up in intensity at the neighborhood border with a higher intensity area and lowering of intensity at border by the more intense use. Corridor study initiatives currently underway may be the foundation for development of a comprehensive means to monitor and regulate development intensities at neighborhood borders. The City of Traverse City Planning Commission must develop an approach and process to deal with the interface areas where two different neighborhood types meet.

Zoning Element

Zoning Code Changes

In the following assessment of zoning districts in each neighborhood type, there are specific zoning districts that are substantially consistent with the Master Plan and some where, changes to the Zoning Ordinance are needed in order to bring the existing zoning regulations into compliance with the Master Plan.

For each potential change to the Zoning Ordinance an indication is given as to whether this is a long term or short-term objective. It is considered a short-term objective if the change could be accomplished in 6 – 12 months and would probably not result in significant discussion or problems or this change is considered a high priority. More substantive issues that will likely warrant more lengthy public input processes and may be more contentious, or of lower priority, are identified as long term. The long-term issues are envisioned to require up to 3 years to accomplish. It should be noted that all of the changes are needed to bring the current Zoning Ordinance fully into compliance with the Master Plan and all of the Sub Plans.



Form Based Zoning

The recommendation for the City of Traverse City is: to develop a form-based zoning code in place of the existing use-based zoning code. The combination of form-based and smart code utilization could result in less confusion and more certainty in the zoning process. It could also shorten time to implement new development that is consistent with the zoning code. The development of a form-based zoning code will require considerable time and effort. It is recommended that initial attempts to develop a form-based code be limited to specific sub areas of the city. (Garland Street, Grand Traverse Commons, major corridors, etc.) The knowledge gained from these projects can serve as the basis for the development of a more comprehensive form-based zoning code for Traverse City.

Zoning Element TC-1, Conservation Neighborhood



ZONING DISTRICTS IN THE TC-1 NEIGHBORHOOD

	OS	Open Space District
	PR	Planned Redevelopment District
	C-3	Community Center District

Zoning Element TC-1, Conservation Neighborhood

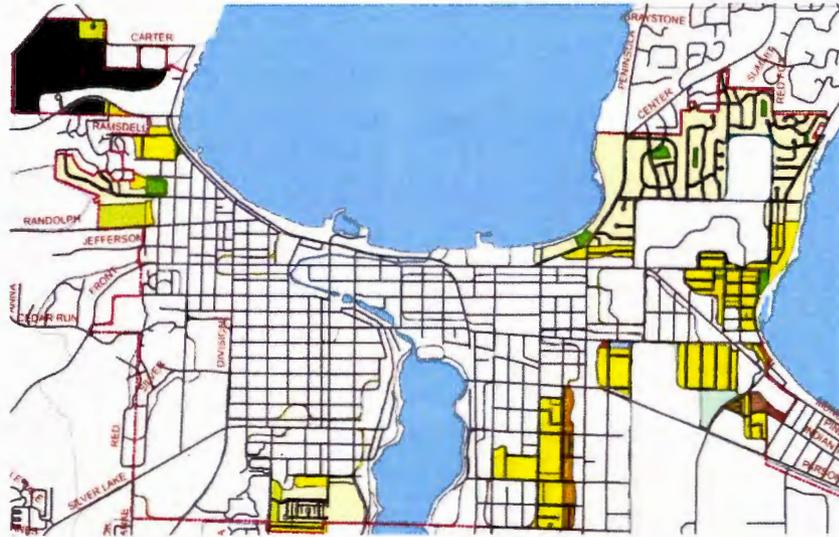
ZONING DISTRICTS CONSISTENT WITH THE TC-1 NEIGHBORHOOD

- The area zoned PR District represents City Park Land and City of Traverse City and Charter Township Recreational Authority property and is governed by its own Master Plan and Zoning Code. The Grand Traverse Commons Master Plan designates this area as "Conservation and Recreation" and is consistent with the Core Principles of the TC-1 Neighborhood.
- The OS District adjacent to Carter Road is designated as a City Park and is identified in the City of Traverse City Recreation Plan as a "natural area" and is consistent with the Core Principles of the TC-1 Neighborhood.
- The OS District between Silver Lake Road and Division Street is a designated wetland and is consistent with the Core Principles of the TC-1 Neighborhood.

POTENTIAL CHANGES TO ZONING

- The C-3 District at the south east corner of Franke Road and Silver Lake Road is a designated wetland and could be rezoned to OS District or the City could adopt a Wetland Ordinance. *Long term recommendation*
- The C-3 District located on the west side of Division Street at the southern City limits is a parking lot for a fast food restaurant and is adjacent to a TC-4 Neighborhood. The Future land Use Map should be amended to represent this area as TC-4 or it should be interpreted as a TC-4 neighborhood since it is at the transition point between two neighborhoods. *Long term recommendation*

Zoning Element TC-2, Contemporary Neighborhood



ZONING DISTRICTS IN THE TC-2 NEIGHBORHOOD

	OS	Open Space District
	RC	Residential Conservation District
	R-1a	Single Family Dwelling District
	R-1b	Single Family Dwelling District
	R-2	Two Family Dwelling District
	R-15	Multiple Family Dwelling District
	C-1	Office Service District
	R-1b / Mixed Use PUD	- Morgan Farm Area

Zoning Element TC-2, Contemporary Neighborhood

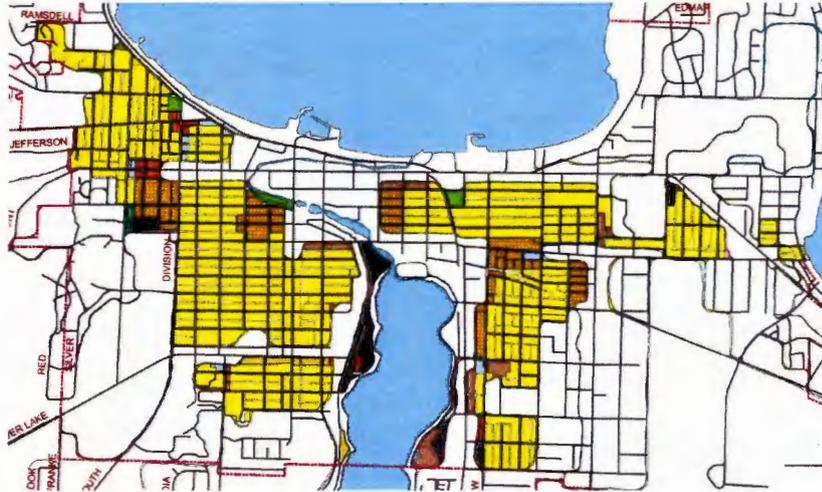
ZONING DISTRICTS CONSISTENT WITH THE TC-2 NEIGHBORHOOD

- The RC Zoning District satisfies the core principles of the TC-2 Neighborhood and allows for a tool (clustered housing) to protect natural resources.
- R-1a Zoning District satisfies the core principles of the TC-2 Neighborhood.
- Most areas zoned R-1b in this neighborhood should not change. These areas typically have an informal infrastructure which includes uncurbed streets, no sidewalks or alley access. This will eliminate the creation of nonconforming lots due to lot widths, area and setbacks.
- The R-2 Zoning District in this neighborhood should not change. The location of these parcels is adjacent to the TC-4 Neighborhood and higher densities at these transition points satisfy the principles of the TC-2 Neighborhood.

POTENTIAL CHANGES TO ZONING

- The R-15 Zoning District could be rezoned to R-9 (the lowest multiple family density in the Zoning Code). Low density multiple family dwellings located at the perimeters of the neighborhood is identified as one of the core principles in the TC-2 Neighborhood. *Long term recommendation*
- The C-1 location in this neighborhood is on a corridor of significance and should be developed as an overlay district or in conjunction with any future corridor studies or plans. *Short term recommendation*
- The underlying Zoning for the R-1b/MU District should be changed to R-1a. *Long term recommendation*

Zoning Element TC-3, Traditional Neighborhood



ZONING DISTRICTS IN THE TC-3 NEIGHBORHOOD

	OS	Open Space District		C-1	Office Service District
	R-1b	Single Family Dwelling District		C-2	Neighborhood Center District
	R-2	Two Family Dwelling District		I	Industrial District
	R-9	Multiple Family Dwelling District		H-1	Hospital District
	R-15	Multiple Family Dwelling District			
	R-29	Multiple Family Dwelling District			

Zoning Element TC-3, Traditional Neighborhood

ZONING DISTRICTS CONSISTENT WITH THE TC-3 NEIGHBORHOOD

- The OS District in the TC-3 Neighborhood represented neighborhood parks and is consistent with Core Principles of the TC-3 Neighborhood.
- The R-1b District is consistent with the Core Principles of the TC-3 Neighborhood.
- The TC-3 Neighborhood identifies moderate residential density with some multi-family dwellings. The R-2 District and the R-9 and R-15 District are consistent with this Core Principle.
- The R-29 District south of Eighth Street along Boardman River and Boardman Lake is adjacent to TC-4 and TC-5 Neighborhoods and the higher residential density is consistent with the intensity of these neighborhoods.
- The C-1 District and C-2 District allow for basic neighborhood services and is consistent with the Core Principles of the TC-3 Neighborhood.

POTENTIAL CHANGES TO ZONING

- The R-1b District should be modified to allow more opportunities for neighborhood services. *Short term recommendation*
- The R-29 District located on the north and south side of Seventh Street near Elmwood Avenue is predominately single and two family dwellings and should be rezoned to R-15 to reflect "moderate" residential density as identified in the Core Principles of the TC-3 Neighborhood. *Long term recommendation*
- C-1 District uses should be expanded to allow for more opportunities for neighborhood services (i.e. limited retail). *Short term recommendation*
- Recommend ordinance amendments in the R-1b District that would allow for accessory dwelling units (ADUs) as Special Land Use Permit. *Long term recommendation*
- Recommend ordinance amendments that would permit a cottage overlay district in the R-1b District. *Long term recommendation*
- The parcels zoned R-1b located on the south west side of North Division and Third Streets should be rezoned to C-1 to reflect the current land use and be a transition area between the TC-3 and TC-5 neighborhoods.

Zoning Element TC-5, Downtown Neighborhood



ZONING DISTRICTS IN THE TC-5 NEIGHBORHOOD

OS	Open Space District	C-4b	Regional Center District
R-15	Multiple Family Dwelling District	C-4c	Regional Center District
R-29	Multiple Family Dwelling District	D-1	Development District
C-1	Office Service District	D-2	Development District
C-2	Neighborhood Center District	D-3	Development District
C-3	Community Center District	GP	Government/ Public District
C-4a	Regional Center District	I	Industrial District
		HR	Hotel Resort District

ZONING DISTRICTS CONSISTENT WITH THE TC-5 NEIGHBORHOOD

- The OS District in the TC-5 Neighborhood represents city parks, recreational trails and the Farmers Market and is consistent with the core principles of the TC-5 Neighborhood.
- The GP District, C-2 District, C-4 Districts and the D Districts are consistent with the core principles of the TC-5 Neighborhood.
- The I District along Woodmere Avenue includes C-2 District uses and is consistent with the core principles of the TC-5 Neighborhood.

POTENTIAL CHANGES TO ZONING

- The R-29 District on the south side of Washington Street between Cass Street and Boardman Avenue should be rezoned to C-4a District. The change will allow for higher intensities and more opportunities for mixed-use which is consistent with the core principles of the TC-5 Neighborhood. *Long term recommendation*

Zoning Element TC-5, Downtown Neighborhood

- The R-15 District on the east side of Boardman Lake should be rezoned to R-29 to allow for higher residential density. *Long term recommendation*
- East Front Street from Railroad Avenue, east to Milliken Drive is a corridor of significance and should be developed as an overlay district or in conjunction with any future corridor studies. Additional regulations that reduce the intensity levels at the boundaries of Conventional and Traditional Neighborhoods should be developed. Unless an overlay district or future corridor study states differently, the C-1 District in this corridor should be rezoned to C-2. Additional uses should be added to the HR District in this corridor, or eliminate the HR District, rezone to C-2 District and incorporate those HR District uses that are not currently in the C-2 District. The R-15 District in this corridor should be rezoned to R-29. These changes will allow for additional uses and higher residential densities which is consistent with the core principles of the TC-5 Neighborhood. *Short term recommendation*
- The C-3 District uses should be modified to more adequately reflect the core principles of the TC-5 neighborhood (i.e. elimination auto oriented uses such as drive-throughs and car lots). *Long term recommendation*
- Larger building footprints in the HR and C-2 Districts along arterial and collector streets should be allowed by an Administrative Special Land Use Permit or a City Commission Special Land Use Permit. *Short term recommendation*
- Eighth Street from Boardman Avenue to Barlow Street is a corridor of significance and should be developed as an overlay district or in conjunction with any future corridor studies. Unless an overlay district or future corridor study states differently, the C-1 District along this corridor should be rezoned to C-2 to more closely reflect the core principles of the TC-5 Neighborhood. *Long term recommendation*
- Unless an overlay district or future corridor study states differently, the D-1 District north of Eighth Street to the alley right-of-way and to the Old Town Parking Deck Parcel should be rezoned to C-4a. *Long term recommendation*
- Unless an overlay district or future corridor study states differently, the D-1 District south of Lake Street, west of Cass Street, north of the alley right-of-way and the D-1 District north of Lake Street to the Boardman River and east of Cass Street should be rezoned to C-4b. *Long term recommendation*
- Unless an overlay district or future corridor study states differently, the D-1 District north of Lake Street and west of Cass Street should be rezoned to C-4c. *Long term recommendation*
- Unless an overlay district or future corridor study states differently, the D-1 District adjacent to Lay Park should be rezoned to C-4a. *Long term recommendation*
- The C-1 District south of Eighth Street and east of Union Street should be rezoned to C-2. *Long term recommendation*
- The D-3 District should be rezoned to C-4b once a public parking deck is constructed within 500 feet. *Long term recommendation*
- Amend Chapter 1374, Circulation and Parking to not require on site parking within 500 feet of a transit center. *Short term recommendation*

Approved by the City Commission on 9/17/12



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF OCTOBER 3, 2016

DATE: SEPTEMBER 29, 2016

FROM: ^{MAC} MARTY COLBURN, CITY MANAGER

SUBJECT: SPECIAL IMPROVEMENT DISTRICT 2016-004, PAVING OF
EXISTING ALLEY SOUTH OF EAST FRONT STREET, EAST OF
WENONAH STREET

A public hearing on this matter has been scheduled for our meeting Monday evening.

Attached are a previously submitted memo and worksheet from City Assessor Polly Cairns explaining a special improvement district relating to the paving of an existing alley south of East Front Street and east of Wenonah Street.

City Treasurer/Finance Director William Twietmeyer, indicated that the current rate for a ten-year treasury note is 1.56% and per Resolution an additional 2% is applied equaling 3.56%; that interest rate has been incorporated. City Charter states that interest rates may go as high as 6%.

Because the City Commission will be acting as a Board of Review, the City Clerk will read the following statement when Mayor Carruthers opens the public hearing:

“The public hearing of an Assessment Roll for a Special Improvement District also acts as the Board of Review for those who are receiving a proposed benefit and proposed special assessment. It is extremely important to preserve your right to further appeal by recording your attendance at this meeting. Even if you do not plan to speak publicly to the City Commission tonight, we still ask all those in attendance who are part of the proposed district to please state your name and address so the City Clerk and City Assessor may record your attendance.”

Motion on the next page

5 affirmative votes are required to approve the Special Improvement District. After the public hearing, I recommend the following motion:

that the Resolution Approving Special Improvement District SID No. 2016-004, be adopted, and that a budget amendment be made to increase the budgeted revenue and budgeted expenses in the Special Assessment Fund by \$55,800 to reflect the revenue and expenses for this project.

MC/kez

K:\tcclerk\city commission\special improvement districts\ph_Paving Alley_2016-004_20161003.doc

copy: Polly Cairns, City Assessor
Dave Brown, Deputy City Assessor
Timothy Lodge, City Engineer
William Twietmeyer, City Treasurer/Finance Director

MEMORANDUM
CITY OF TRAVERSE CITY

ASSESSING DEPARTMENT



TO: MARTIN COLBURN, CITY MANAGER
FROM: POLLY CAIRNS, CITY ASSESSOR *PSC*
SUBJECT: Tentative S.I.D. – 2016-004
DATE: August 29, 2016

Tentative S.I.D. 2016-004 **Properties to be improved:** 11
Description: Pave 16' wide gravel alley south E. Front St., east Wenonah St.

Property Owners:

Parcel #	Owner	Property Address	Petitioned	Survey
28-51-554-009-00	RAJKOVICH ETTA MARY TRUST	111 WENONAH ST	X	Y
28-51-554-010-00	GAVIN DANIEL & PATRICIA	2012 E FRONT ST	X	Y
28-51-554-011-00	SCHMUCKAL JOYCE ANN TRUST	2028 E FRONT ST	X	Y
28-51-554-012-00	KISS SUSAN G & MICHAEL W	2018 E FRONT ST	X	
28-51-554-013-00	JENKINS ANTHONY L	2020 E FRONT ST	X	Y
28-51-554-014-00	STEGMEIER JEFFREY C & CYNTHIA L	2025 SHAWNEE ST	X	
28-51-554-014-10	COSGROVE ELLY	122 S EAST BAY BLVD	X	Y
28-51-554-015-00	HUBBELL WILLIAM A & PAMELA G TRUST	2015 SHAWNEE ST	X	N
28-51-554-017-00	GIBSON AMANDA	115 WENONAH ST	X	N
28-51-554-018-00	FIELD SHANNON & PEOPLES LAYLA N	2011 SHAWNEE ST	X	Y
28-51-554-028-00	RADEMACHER RONALD N & LENORE	100 S EAST BAY BLVD	X	Y

Total Estimated Cost: **\$55,800**
 City/DDA Share (50%) \$27,900
 Property Owners Share (50%) \$27,900

Assessable Estimated Annual Costs:
 Approximately Assessable Costs: \$31.705/Front Foot Average
 Lowest Total Assessment (+/-) \$1,585
 Largest Total Assessment (+/-) \$4,122

A request has been submitted to initiate a special improvement district for the above-described purpose. All affected property owners on the list have received notification of the proposed SID.

The attached spreadsheet has been updated with responses received to date, and will be available for review to the City Commission.

City Commission has ability to determine with or without petition that the whole or any part of the cost of any public improvement shall be made at the discretion of the City Commission.

In accordance with City Ordinance, a public hearing must be held to create a special assessment district. This public hearing provides a review of proposed construction plans and assessment roll, as well as acts as Board of Review for property owners in the proposed SID. Terms to be considered are ten (10) year annual installments with up to 6% interest on the unpaid balance.

A schedule of the affected parcels and costing information listed on the attached spreadsheet.

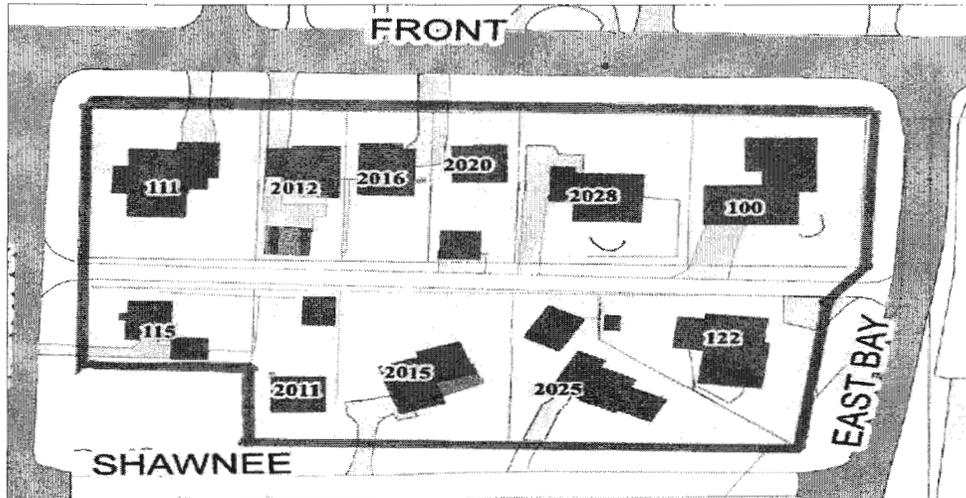
Thank you for your consideration.

Project Name **2016-004** *Pave 16' wide gravel alley south E. Front St., east Wenonah St.*

ESTIMATE

SID reference: **2016-004**
 Description: *Pave 16' wide gravel alley south E. Front St., east Wenonah St.*

Prepared on: 7/14/2016
 Amended: 25-Jul-16
 Petition/Card Upd: 8/9/2016



Total Parcels	11
Total Project Fr Ft	880.00
Total Cost Spread	\$55,800.00
City Share	50.00%
City's Cost	\$27,900.00
Own.'s Cost	\$27,900.00
Fr Ft Rate	\$31.70
Annual Int.	4.50%
Period (Yrs.)	10

	Percent Response		
	Petitioned	No Response	
	X		
Parcel Ct.	100.00%		0.00%
Frontage	100.00%		0.00%
	Survey	No Response	
	Y	N	
Parcel Ct.	63.64%	18.18%	18.18%
Frontage	66.35%	17.69%	15.96%

Total Percent - Petition & Survey			
	Total	Total	No
	Yes	No	Response
Parcel Ct	81.82%	0.00%	18.18%
Frontage	83.18%	0.00%	16.83%

If City parcels included		11			880.00	1,313.00	880.00	0.00		880.00	27,899.99	11	9	0	
11	Parcel #	Owner	Property Address	Actual Front Yard	Actual Side Yard (Depth)	Assess. Frontage	Assess. Corner Inf.	Depth	Assess. Effective	Assessment	Petitioned	Survey	Total	Annual Payment Estimate	
1	28-51-554-009-00	RAJKOVICH ETTA MARY TRUST	111 WENONAH ST	100	125	100		150	100.00	\$3,170	X	Y		\$ 400.68	
2	28-51-554-010-00	GAVIN DANIEL & PATRICIA	2012 E FRONT ST	50	125	50		150	50.00	\$1,585	X	Y		\$ 200.34	
3	28-51-554-011-00	SCHMUCKAL JOYCE ANN TRUST	2028 E FRONT ST	100	125	100		150	100.00	\$3,170	X	Y		\$ 400.68	
4	28-51-554-012-00	KISS SUSAN G & MICHAEL W	2016 E FRONT ST	50	125	50		208	50.00	\$1,585	X			\$ 200.34	
5	28-51-554-013-00	JENKINS ANTHONY L	2020 E FRONT ST	50	125	50		208	50.00	\$1,585	X	Y		\$ 200.34	
6	28-51-554-014-00	STEGMEIER JEFFREY C & CYNTHIA L	2025 SHAWNEE ST	50	125	50		208	50.00	\$1,585	X			\$ 200.34	
7	28-51-554-014-10	COSGROVE ELLY	122 S EAST BAY BLVD	130	125	130		209	130.00	\$4,122	X	Y		\$ 520.88	
8	28-51-554-015-00	HUBBELL WILLIAM A & PAMELA G TRUST	2015 SHAWNEE ST	100	125	100		210	100.00	\$3,170	X	N		\$ 400.68	
9	28-51-554-017-00	GIBSON AMANDA	115 WENONAH ST	100	63	100		211	100.00	\$3,170	X	N		\$ 400.68	
10	28-51-554-018-00	FIELD SHANNON & PEOPLES LAYLA N	2011 SHAWNEE ST	50	125	50		212	50.00	\$1,585	X	Y		\$ 200.34	
11	28-51-554-028-00	RADEMACHER RONALD N & LENORE	100 S EAST BAY BLVD	100	125	100		213	100.00	\$3,170	X	Y		\$ 400.68	

Min	\$1,585	\$200
Max	\$4,122	\$521
Average	\$2,536	\$321



Resolution Approving Special Improvement District No. 2016-004

- Because, the City Commission of the City of Traverse City has held a special improvement proceeding, and caused proper notices to be published and mailed to property owners of record for such proceeding, in accordance with the provisions of Chapter 10 and Section 97 of the City Charter of the City of Traverse City and Michigan Statute, for Special Improvement District No. 2016-004; and
- Because, Special Improvement District No. 2016-004 for the alley paving project in the alley south of East Front Street and east of Wenonah Street, and the same is hereby approved by the City Commission, acting as a Board of Review and the City Clerk is hereby instructed to report the same as prescribed by city ordinance; and
- Because, written objections of the owners of more than one-half (1/2) of the property to be assessed have not been received as provided for in Section 107 of Chapter 10 of the Charter of the City of Traverse City, Michigan; now, therefore be it
- Resolved,** that a Special Improvement Roll No. 2016-004 for defraying the costs and expense which would cause the paving of an existing alley south of East Front Street and east of Wenonah Street, at the following locations:

Parcel #	Owner	Address
28-51-554-009-00	RAJKOVICH ETTA MARY TRUST	111 WENONAH ST
28-51-554-010-00	GAVIN DANIEL & PATRICIA	2012 E FRONT ST
28-51-554-011-00	SCHMUCKAL JOYCE ANN TRUST	2028 E FRONT ST
28-51-554-012-00	KISS SUSAN G & MICHAEL W	2016 E FRONT ST
28-51-554-013-00	JENKINS ANTHONY L	2020 E FRONT ST
28-51-554-014-00	STEGMEIER JEFFREY C & CYNTHIA L	2025 SHAWNEE ST
28-51-554-014-10	COSGROVE ELLY	122 S EAST BAY BLVD
28-51-554-015-00	HUBBELL WILLIAM A & PAMELA G TRUST	2015 SHAWNEE ST
28-51-554-017-00	GIBSON AMANDA	115 WENONAH ST
28-51-554-018-00	FIELD SHANNON & PEOPLES LAYLAN	2011 SHAWNEE ST
28-51-554-028-00	RADEMACHER RONALD N & LENORE	100 S EAST BAY BLVD

In the sum of \$55,800, be and the same is hereby adopted, and confirmed with the City Clerk who is hereby directed to endorse upon such roll the date of its

confirmation and to file the same with the Office of the City Treasurer; be it further

Resolved, that the special assessment contained in such roll are hereby ordered to be collected in the same manner provided by the Charter of the City of Traverse City and the statutes of the State of Michigan; and the City Clerk is hereby authorized and directed to attach his warrant to a certified copy of a special improvement roll commanding the City Treasurer to collect from each of the persons assessed in such roll the amounts of money assessed to and set opposite his name therein; be it further

Resolved, that the proportionate cost of the improvement be borne as follows: 50% to be paid for by the city; and 50% to be paid for by the properties especially benefitted; be it further

Resolved, that the amount of such special improvement shall be divided into ten year annual installments with the interest rate at the rate up to 6% per annum or at a rate of interest borne by bonds that shall be due and payable August 31, 2017, after the due date of the first installment; be it further

Resolved, that the whole improvement may be paid to the City Treasurer at any time in full, with the proportionate interest rate thereon.

I hereby certify that this resolution was adopted by the City Commission at its special meeting held on October 4, 2016, in the Commission Chambers, 2nd Floor, 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 OCTOBER 3, 2016

DATE: SEPTEMBER 29, 2016

FROM: ^{mc} MARTY COLBURN, CITY MANAGER

SUBJECT: 2016 PAVING AND RESURFACING PROJECT – ALLEY PAVING
FOR SID 2016-004

This matter is in connection with SID 2016-004, which appears earlier on the agenda. Attached is a memo from City Engineer Timothy Lodge recommending a change order to the 2016 Paving and Resurfacing Project to pave the alley south of East Front Street between Wenonah Street and South East Bay Boulevard.

Provided the Special Improvement District is approved earlier in the agenda, I recommend the following motion (5 affirmative votes required):

that the Mayor and City Clerk execute a unit prices change order to the 2016 Paving and Resurfacing Projects Phase I contract (originally authorized March 21, 2016), in the amount of \$47,703, more or less, at the unit prices outlined in its bid, such change order subject to approval as to its substance by the City Manager and its form by the City Attorney, with funds available in the Special Assessment Fund.

MC/bcm

k:\tcclerk\city commission\agreements\2016 paving and resurfacing change order 20161003

copy: Timothy Lodge, City Engineer

Memorandum

The City of Traverse City
Engineering Department



TO: Marty Colburn, City Manager

FROM: Timothy J. Lodge, City Engineer 

DATE: September 23, 2016

SUBJECT: 2016 Pavement and Resurfacing Phase 1
Contract Change Order for Alley Paving SID 2016-004

A public hearing for the Special improvement District 2016-004 is scheduled for the October 3, 2016 City Commission Meeting. In the event that the SID is approved we are requesting consideration of a change order with Elmer's to complete the work yet this construction season. We provided an itemized breakdown of contract items and quantities and Elmer's provided a written cost estimate for the work including unit prices. We have reviewed their unit prices and have found them to be consistent with our estimated cost for the work.

Therefore, we recommend that the proper City officials be authorized to execute a change order to the existing contract with Elmer's to add contract items 500 through 506 to their contract in the amount of \$47,703.00, more or less. The cost is within the amount of the SID if so authorized by the City Commission.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF OCTOBER 3, 2016

DATE: SEPTEMBER 29, 2016

FROM: ^{mac} MARTY COLBURN, CITY MANAGER

SUBJECT: PARKING LOT D AND BOARDMAN RIVER LAUNCH
IMPROVEMENTS

This contract was discussed at the September 19 Regular Meeting; at that meeting, the City Commission indicated it would like to see the project come back with a design that features greenspace/park-like elements.

We have revisited this project as requested by the Commission. Attached is a rendering prepared by Zoning Administrator Dave Weston depicting the project, including the revisions as requested by the Commission. Finally, attached is a memo from City Engineer Timothy Lodge outlining staff's recommended changes to the project – and the following summarizes key features:

- More greenspace along Grandview Parkway.
- Four parking spaces near the middle of the parking lot would be eliminated and replaced with a bump out island, with a reclaimed brick surface, two benches and a shade structure over the benches.
- A bump out island near the boat ramp at the east end of the park was added, with a reclaimed brick surface.
- Installation of bio-filter inlets and tree boxes at the southern edge of the lot to capture storm water runoff.
- Installation of landscaping, including trees and native plants.

These revisions would provide for a total of 43 auto and 6 trailer parking spaces, compared with the current configuration which features 52 auto and 6 trailer spaces; a reduction of 9 auto spaces.

The additional features to this project total \$33,600, which will leave \$400 in a balance out of the \$34,000 in remaining funding.

Parking LOT D and Boardman River Launch Improvements

Finally, attached for the Commission are photos depicting the current condition of the launch.

As outlined by the City Engineer, timing is important with this project and we seek your approval on October 3.

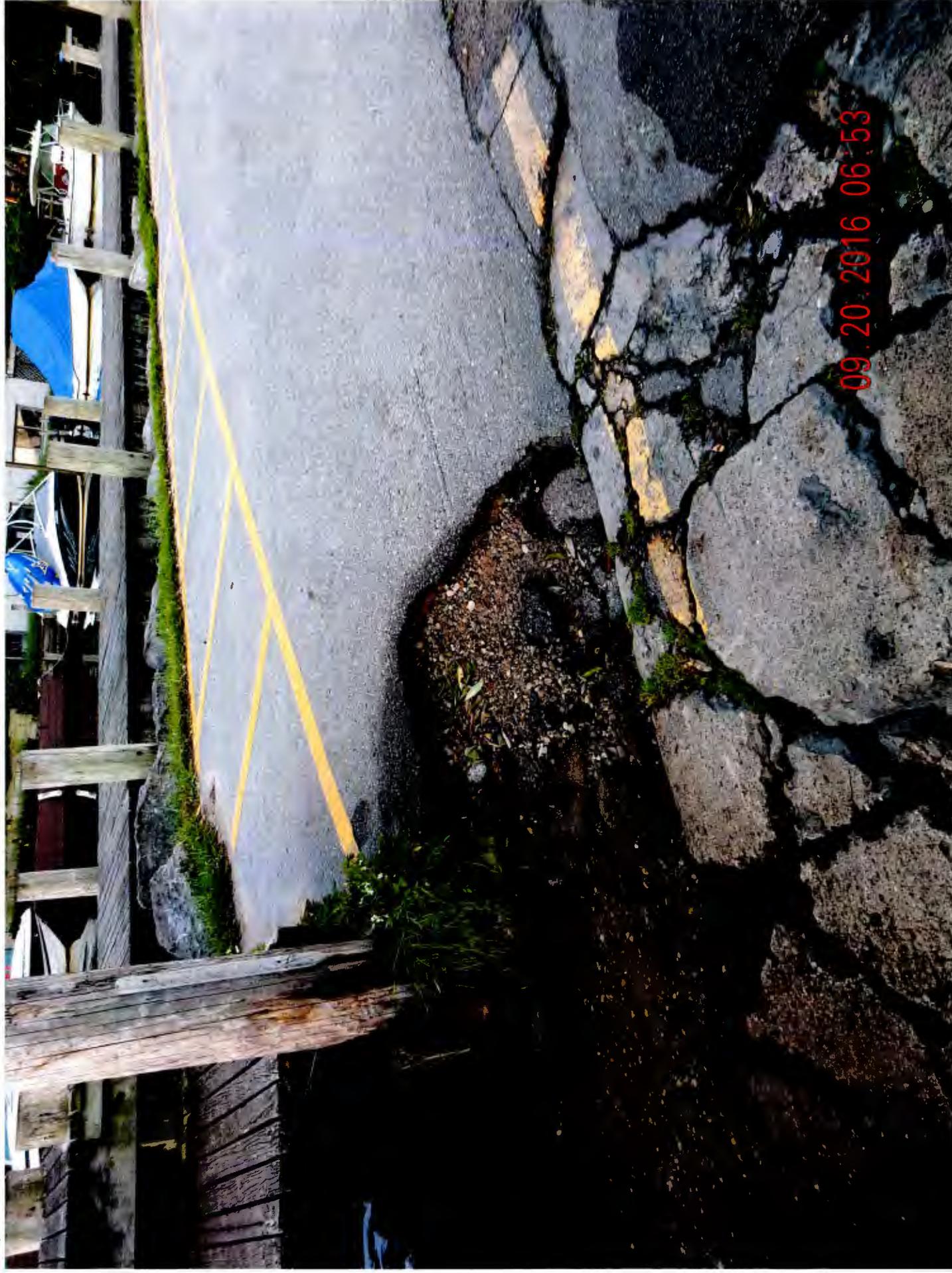
I recommend the following motion (5 affirmative votes required):

that the Mayor and City Clerk execute a unit prices contract with Elmer's Crane and Dozer in the amount of \$462,744.39, more or less at the unit prices indicated in its bid, to include the cast-in-place alternate, 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.

MC/bcm

K:\tcclerk\city commission\agreements\parking lot d and boardman river launch

Copy: Timothy Lodge, City Engineer
Rob Bacigalupi, Downtown Development Authority Executive Director
Nicole VanNess, Parking Administrator
Dave Green, Director of Public Services





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: September 26, 2016

SUBJECT: Parking Lot D and Boardman River Boat Launch Improvements

This memo is to provide an update and includes a summary of the proposed changes to the project site plan for reconsideration to award a construction contract for the above referenced project.

BACKGROUND

The project (CIP Project 550) has been in plan development since 2010 when the need to reconstruct the lot was identified by Parking Services. The lot currently includes 52 auto and 6 trailer parking spaces. It is used primarily in the summer months serving Clinch Park and Boardman River activities and by fishermen in the transitional times in the fall and spring. In the winter it is used for temporary snow storage for the downtown snow removal operations. It is used by employees of Horizon Books and restaurants. We could not identify any suitable alternate locations for temporary snow storage.

REVISED PROJECT DESCRIPTION

A design plan sheet for the project is attached for your reference. The work for this project is divided into three work areas as follows:

Work Area #1

1. The previous design attempted to maintain the existing parking count by narrowing the parking stalls to 8 feet and resulted in 51 proposed spaces. We recommend changing the parking spaces from 8 feet to 9 feet because of the narrow maneuvering space.
2. The revised design eliminates the four auto/two trailer parking spaces between the entrance off of Park Street to the entrance off of Grandview Parkway.
3. The entrance off of Park Street was considered for elimination but is essential to be able to push snow from the downtown. It was narrowed from 23 feet to 18 feet at the west end and to 16 feet at the entrance off of the Grandview Parkway. Concrete pavement is proposed at the entrance to extend the sidewalk through the driveway to emphasize pedestrian use. This also allows more greenspace along Grandview Parkway. One bio-filter inlet and tree box can be eliminated as a result of this change.

4. An 8' wide sidewalk has been added from Park Street to the entrance off of the Grandview Parkway. The sidewalk is recommended to be plain concrete.
5. Four spaces near the middle of the parking lot were eliminated and replaced with a bump out island. The surface in the bump out is recommended to be reclaimed brick with a low permeable liner. A shade structure and two benches can be added.
6. A bump out island was added near the boat ramp at the east end. The surface in the bump out is recommended to be reclaimed brick with a low permeable liner. Two benches can be added.
7. The revised design with all of the aforementioned changes has 43 auto and 6 trailer parking spaces. We also plan to change the metering to pay by plate which will eliminate the 3' wide concrete ribbon and parking meter posts along the top of the riverbank.
8. Installation of bio-filter inlets and tree boxes to capture storm water run-off along the southern edge of the lot.
9. Installation of landscaping including trees and native plantings. This work is shown on the attached design plan sheet.

Work Area #2

1. Replace existing boat launch ramp and provide new skid pier for boat access including a universally accessible canoe/kayak launch. An alternate for a cast in place ramp is recommended.
2. Boat cleaning/invasive species education signage

Work Area #3

1. Removal and replacement of the existing wood ramp to access the existing boardwalk near the Park Street Entrance

SCHEDULE

It is imperative that the construction contract be awarded October 3. Critical fish spawning and migration on the Boardman River typically occur mid-March to June and will prohibit this project from carrying over to the spring. A minimum of 30 days is needed for construction of the boat ramp in the river. We also need to work when temperatures are not below freezing for extended periods of time.

CHANGE IN COST

The removal of one bio-filter and tree box will result in a savings of \$16,500 from the storm water fund. The expense of the sidewalk in Items #3 and #4 can be offset with the savings from eliminating the 3' concrete ribbon mentioned under Item #7. The cost of surfacing the areas included in Item #5 and #6 with reclaimed brick with a low permeable liner is an additional \$21,600. An example of reclaimed brick can be found on the recently completed improvements of the water feature at Clinch Park. We have attached photographs of this surface for your reference.

We can also add amenities to the site such as a shade sail in item #5. We have identified a cost of \$6,000 and attached a picture for this. Also, benches can be added with a cost range of \$750 to \$1500 each. These amenities can be added at any time now or in the future.

We recommend including reclaimed brick pavers in the bump out areas, 4 benches and the shade sail in the project. There is approximately \$34,000 available in the current funding for this work. Once the final site features are determined we can confirm pricing with the low bid contractor for the project and process a change order for the work.

Therefore, it is recommended that this work be awarded to the low bid contractor, Elmer's Crane and Dozer, Inc. and that the proper City officials be authorized to execute a unit price contract with the above-mentioned low bidder including the cast in place alternate, in the aforementioned amount of \$462,744.39, more or less, with funds available in Capital Project Fund with revenue sources as noted in the communication for the September 19, 2016 meeting.



The City of Traverse City
Engineering Department
600 Boardman Avenue
Traverse City, Michigan 49781

CITY OF TRAVERSE CITY BOARDMAN RIVER BOAT LAUNCH IMPROVEMENTS WORK AREA #1 AND #3 CONSTRUCTION SHEET

Revision/Issue	Date
REVIEW	11/25/13
REVIEW	11/4/15
REVIEW	2/2/16
REVIEW	8/12/16
Date	11-25-13
Project no.	14-PA-0007
Drawn by	JDM
Scale	N.A.
Sheet No.	5 OF 8

SCALE: 1" = 20'

- LEGEND**
- ✕ FOUND PROPERTY CORNER
 - △ BENCHMARK
 - SIGN
 - ⊠ GAS BOX
 - ⊡ UTILITY POLE
 - ⊞ GUY WIRE
 - ⊞ WATER VALVE
 - ⊞ PED LIGHT POLE
 - ⊞ ELECTRIC RISER
 - ⊞ TELEPHONE RISER/BOX
 - ⊞ FIRE HYDRANT
 - ⊞ CATCHBASIN
 - ⊞ BEEHIVE GRATE CATCHBASIN
 - ⊞ STORM MANHOLE
 - ⊞ SANITARY MANHOLE
 - ⊞ DECIDUOUS TREE
 - ⊞ CONIFEROUS TREE
 - TREE LINE
 - SHRUB LINE
 - UNDERGROUND ELECTRIC
 - UNDERGROUND ELECTRIC
 - OVERHEAD TELEPHONE
 - UNDERGROUND TELEPHONE
 - OVERHEAD CABLE TV
 - UNDERGROUND CABLE TV
 - SANITARY SEWER
 - STORM SEWER
 - WATERMAIN
 - GUARDRAIL
 - FENCE
 - TOP/BOTTOM OF SLOPE

HATCH LEGEND

- ▨ PROPOSED SIDEWALKS CONC. 6"

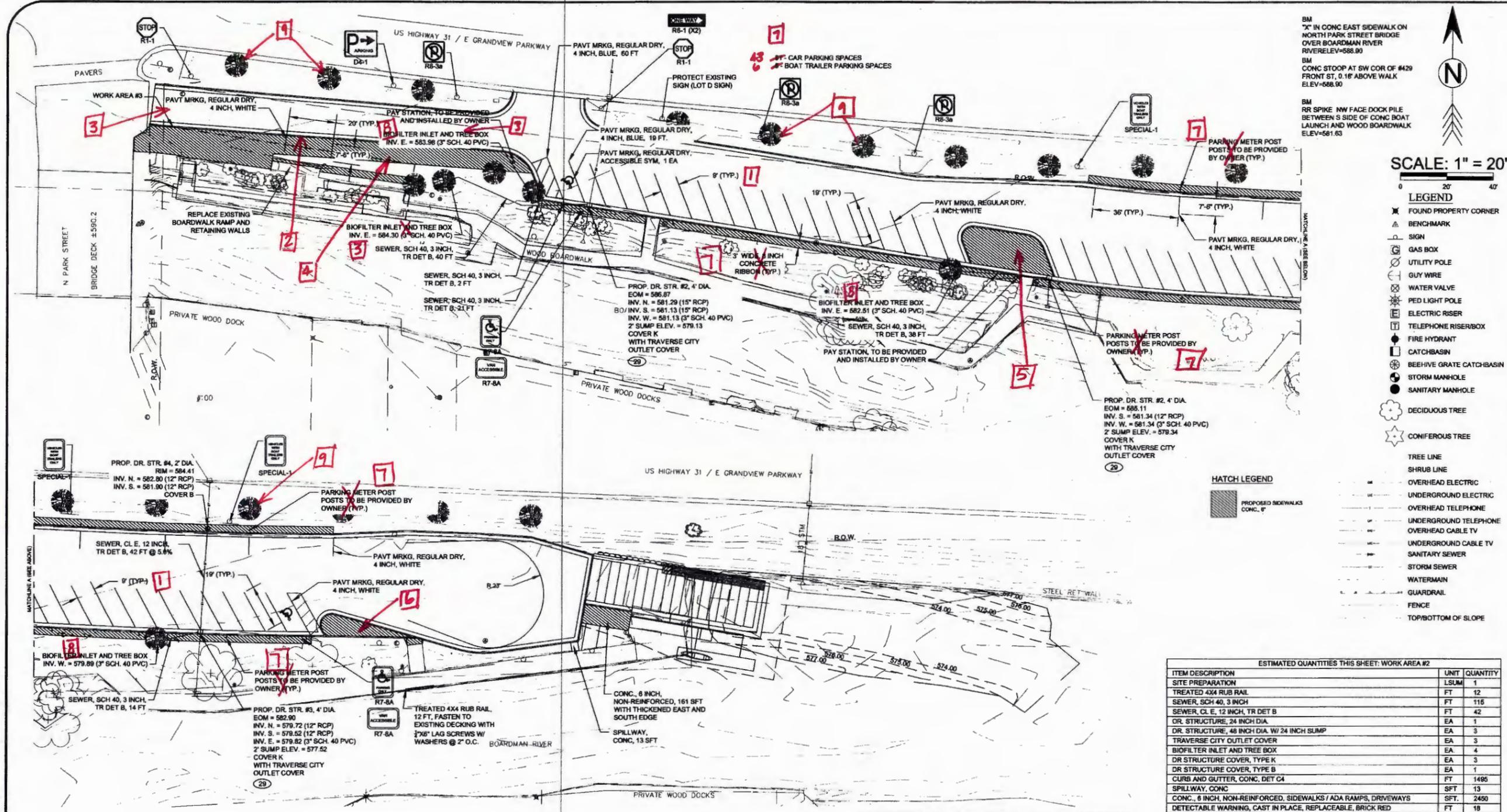
ESTIMATED QUANTITIES THIS SHEET: WORK AREA #2			
ITEM DESCRIPTION	UNIT	QUANTITY	
SITE PREPARATION	LSUM	1	
TREATED 4X4 RUB RAIL	FT	12	
SEWER, SCH 40, 3 INCH	FT	115	
SEWER, CL E, 12 INCH, TR DET B	FT	42	
DR. STRUCTURE, 24 INCH DIA.	EA	1	
DR. STRUCTURE, 48 INCH DIA. W/ 24 INCH SUMP	EA	3	
TRAVERSE CITY OUTLET COVER	EA	3	
BIOFILTER INLET AND TREE BOX	EA	4	
DR STRUCTURE COVER, TYPE K	EA	3	
DR STRUCTURE COVER, TYPE B	EA	1	
CURB AND GUTTER, CONC, DET C4	FT	1495	
SPILLWAY, CONC	SFT	13	
CONC., 6 INCH, NON-REINFORCED, SIDEWALKS / ADA RAMPS, DRIVEWAYS	SFT.	2450	
DETECTABLE WARNING, CAST IN PLACE, REPLACEABLE, BRICK RED	FT	18	
HMA, 13A, LEVELING (165# / SYD)	TON	233	
HMA, 13A, TOP (165# / SYD)	TON	233	
PAVT MRKG, REGULAR DRY, 4 INCH, WHITE	FT.	964	
PAVT MRKG, REGULAR DRY, 4 INCH, BLUE	FT.	79	
PAVT MRKG, REGULAR DRY, ACCESSIBLE SYM	EA	1	
PARKING METER POST	EA	29	
SIGN, TYPE III	SFT	30	
POST, STEEL, 3 LB (14' LENGTH)	FT	140	

ESTIMATED QUANTITIES THIS SHEET: WORK AREA #3			
ITEM DESCRIPTION	UNIT	QUANTITY	
WOOD BOARDWALK RAMP FURNISH AND CONSTRUCT	LSUM	1	

NOTES:
1. NUMBER IN CIRCLE REFERS TO MDOT STANDARD PLAN R-96-E.

SYMBOL	LABEL	DIMENSION	AREA (SFT)	QUANTITY (EACH)	QUANTITY (SFT)
	R7-8A	12"x18"	1.5	1	1.5
	R7-8A	12"x6"	.5	1	0.5
	D4-1	24"x30"	5.0	1	5
	R6-1	12"x36"	3.0	1	3
	R8-3	12"x12"	1.0	3	3
	R1-1	30"x30"	6.25	2	12.5
	SPECIAL-1	12"x18"	1.5	3	4.5
				TOTAL	30.0

PROJECT DESCRIPTION REFERENCE NUMBER
SEPTEMBER 26, 2016 MEMORANDUM



BM
7" IN CONC EAST SIDEWALK ON
NORTH PARK STREET BRIDGE
OVER BOARDMAN RIVER
RIVER ELEV = 568.90

BM
CONC STOOP AT SW COR OF #429
FRONT ST, 0.16' ABOVE WALK
ELEV = 568.90

BM
OR SPIKE NW FACE DOCK PILE
BETWEEN S SIDE OF CONC BOAT
LAUNCH AND WOOD BOARDWALK
ELEV = 561.63

Boardman River Boat Launch Project

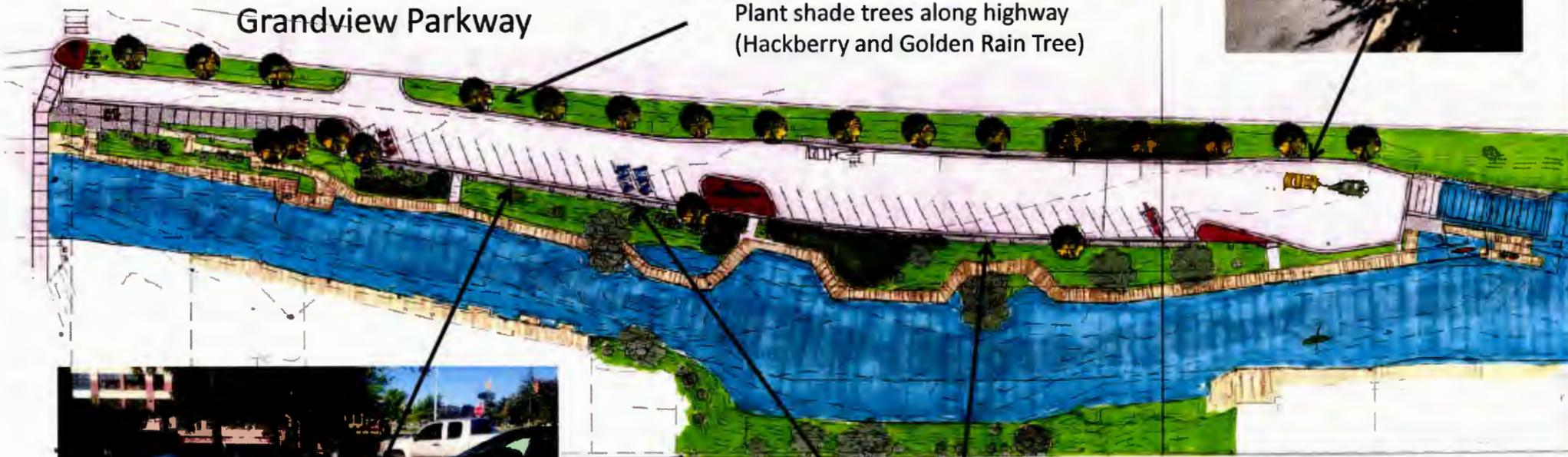


Stabilize eroded bank



Grandview Parkway

Plant shade trees along highway
(Hackberry and Golden Rain Tree)

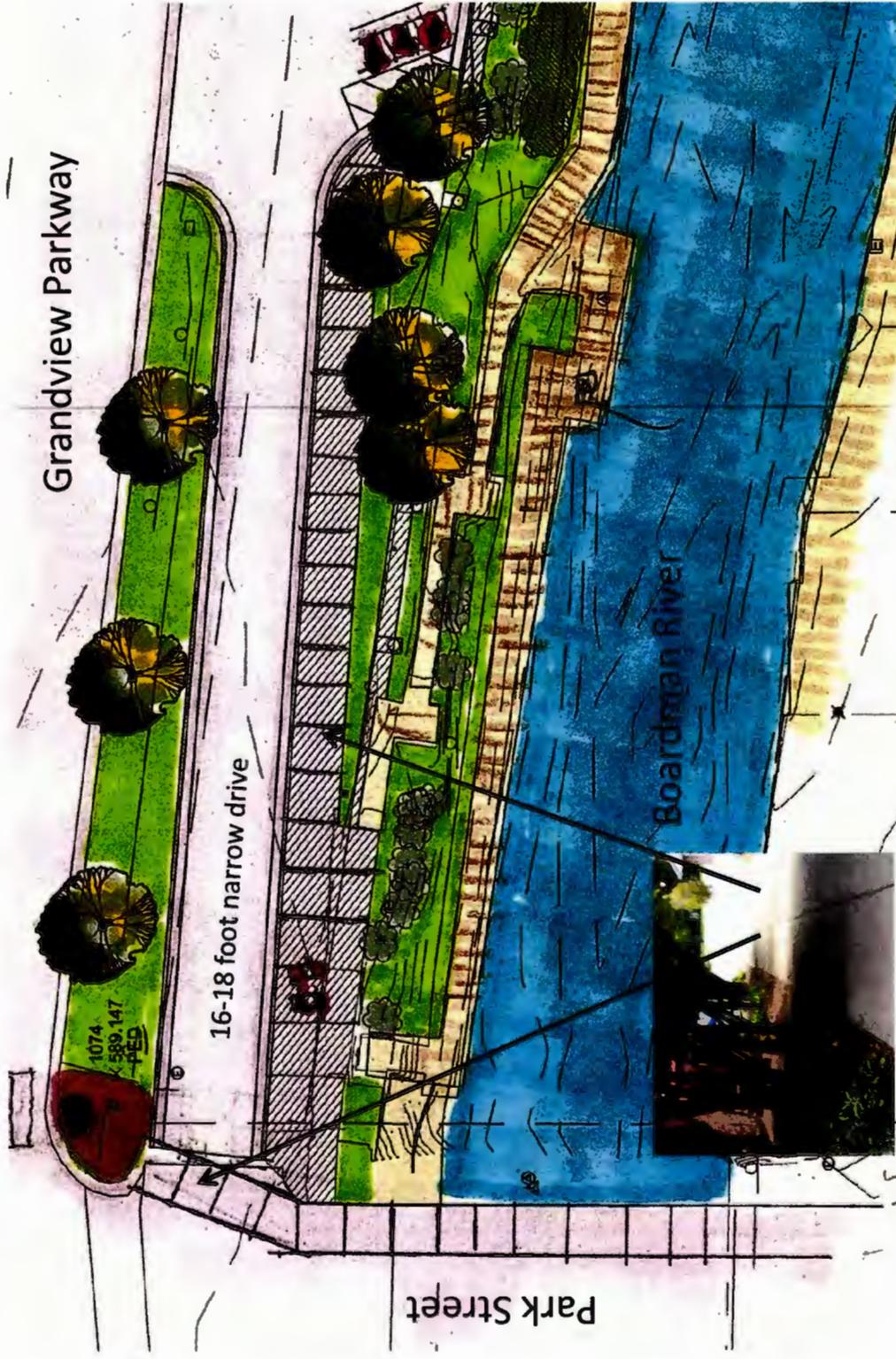


Current condition of lawn south of curb



Add bio-filter inlets and tree boxes

West End

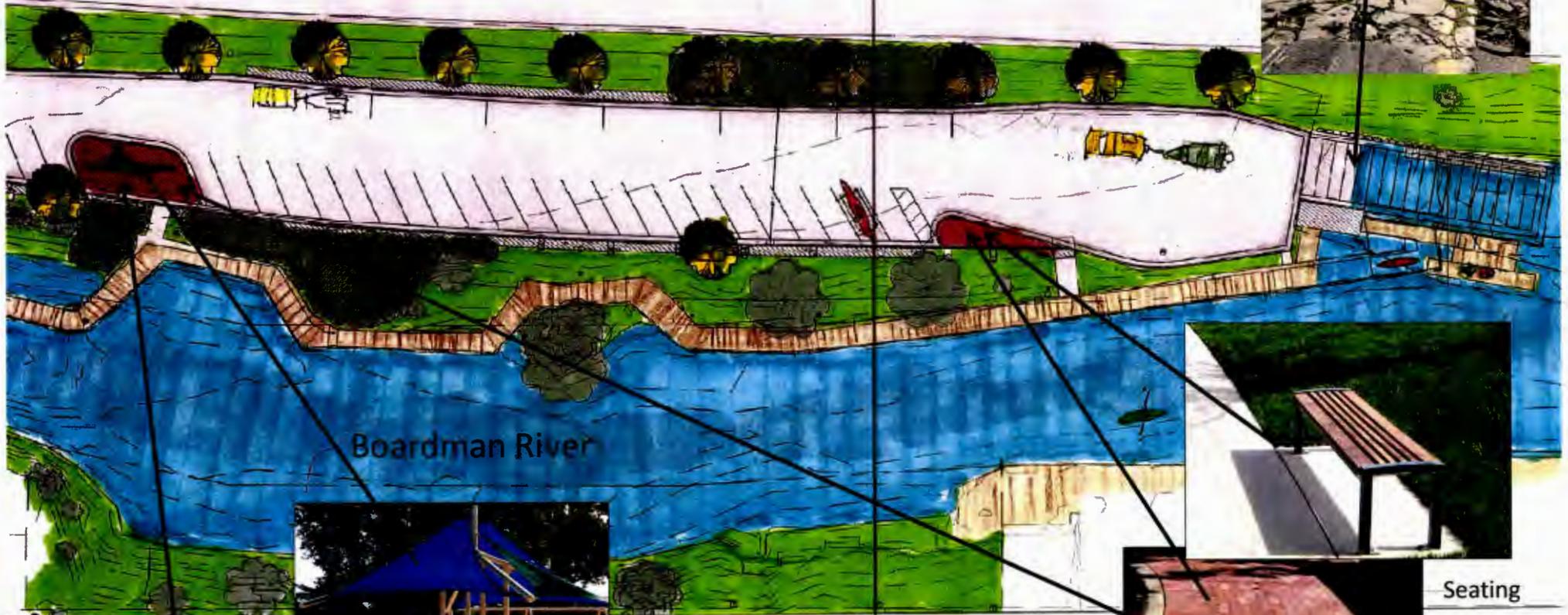


8-13 foot-wide sidewalk

East End

Grandview Parkway

Replace deteriorated boat launch ramp



Boardman River



Seating



Reclaimed brick from Clinch Park with membrane underneath.



Shade Structure and seating







LOWER COST SHADE SAIL EXAMPLES



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF OCTOBER 3, 2016

DATE: SEPTEMBER 29, 2016

FROM: ^{mar} MARTY COLBURN, CITY MANAGER

SUBJECT: MUNSON MEDICAL CENTER – SIXTH STREET VACATION

Attached is a memo from City Planning Director Russell Soyring regarding a request from Munson Medical Center for the vacation of Sixth Street between Beaumont and Madison Streets as depicted on the attached map. The Planning Commission will hold a public hearing on this request on October 4.

I recommend the following motion which would schedule a public hearing on this request for Monday, November 7, 2016:

that the Resolution Setting Public Hearing Regarding Sixth Street vacation, which would schedule a public hearing on the request from Munson Medical Center for a vacation of Sixth Street between Beaumont Street and Madison Street for November 7, 2016, be adopted.

MC/bcm

e-copy: Steve Tongue, Munson Medical Center Vice President of Facilities –
stongue@mhc.net
Timothy Lodge, City Engineer
Russell Soyring, City Planning Director

K:\tcclerk\city commission\vacations\Munson_VacationRequest_PHSchedule_20161003



Planning Department

TO: MARTY COLBURN, CITY MANAGER

FROM: RUSS SOYRING, PLANNING DIRECTOR 

SUBJECT: VACATION REQUEST BY STEVE TONGUE, MUNSON MEDICAL CENTER
TO ALLOW FOR A TALLER BUILDING AT 1105 SIXTH STREET

DATE: AUGUST 25, 2016

The Planning Department received a request from, Steve Tongue, Vice President of Facilities at Munson Medical Center for a Special Land Use Permit to construct a taller building (over 60 feet) and Site Plan Approval at 1105 Sixth Street. The building's location is proposed to be partly located on and over Sixth Street. For this to occur, the street would need to be vacated by the City Commission after review by the City Planning Commission. Munson Medical Center has proposed that a new street be constructed about 200 feet north of the present Sixth Street.

The proposed building would be approximately 110 feet tall measured at the average street elevation. The building is proposed to house a family birth and children's center. These uses are currently available on the medical campus but will be consolidated in the proposed building. To serve this building and the medical campus the large surface parking lot at the SE corner of Sixth and Elmwood is proposed to be converted to a parking deck with several floors of parking.



The property is zoned H-2 (Hospital District) which allows for 110-foot tall buildings by Special Land Use Permit provided the building location is at least 100 feet west of Elmwood Avenue. The proposed building is more than 100 feet west of Elmwood Avenue.

The Master Plan designates this area as a TC-C Campus neighborhood where it states these neighborhood types will have individualized special plans approved by the Planning Commission. Earlier this year, the Planning Commission approved a Master Site and Facility Plan for Munson Medical Center. The development pattern and building massing before you is consistent with this plan.

In regard to the street vacation for a block of Sixth Street between Beaumont and Madison Streets and opening of a new street 200 feet north of this block, the Planning Commission scheduled a public hearing to consider the vacation request for their October 4 Regular meeting along when they will also hold a public hearing for the "Taller building" request.



CITY OF TRAVERSE CITY

RESOLUTION SETTING PUBLIC HEARING REGARDING SIXTH STREET VACATION

- Because,** the City has received a request from Munson Medical Center to vacate a portion of 6th Street as it lies between Beaumont Place and South Madison Drive; and
- Because,** Munson Medical Center has proposed to dedicate a public right-of-way in a different location for the purposes of replacing the vacated portion of 6th Street; and
- Because,** the request has been reviewed by the City Planning Department and City Engineer and the appropriate fee has been by the applicant, and
- Because,** the Commission preliminarily, subject to the public hearing, finds that the vacation of a portion of 6th Street is necessary for the health, welfare, comfort and safety of the people of the City.

That portion of Sixth for which vacation is sought is described as follows:

All that portion of Sixth Street lying between the Easterly right of way line of South Madison Street and the Westerly right of way line of Beaumont Street, (Formerly known as Monroe Street) in Part of the Amended Plat of Lots 1 through 24 and the Vacated Alley, Block 2, Plat of the Lay Park Addition to the City of Traverse City recorded in file number 2013P-00001, Grand Traverse County Records located in part of Section 4, Township 27 North, Range 11 West, City of Traverse City, Grand Traverse County, Michigan, more fully described as: BEGINNING at the Southwest corner of Lot 48, Block 2 of said Plat; thence North 88*29'26" East, 363.12 feet along the Northerly right of way of Sixth Street; thence South 00*00'00" East, 66.02 feet to a point on the Southerly right of way of Sixth Street; thence South 88*29'26" West 363.10 Feet along the Southerly right of way of Sixth Street; thence North 00*00'48" West, 66.02 Feet to the POINT OF BEGINNING. Said right of way contains 0.55 acres, more or less. Subject to easement and restrictions of record, if any.

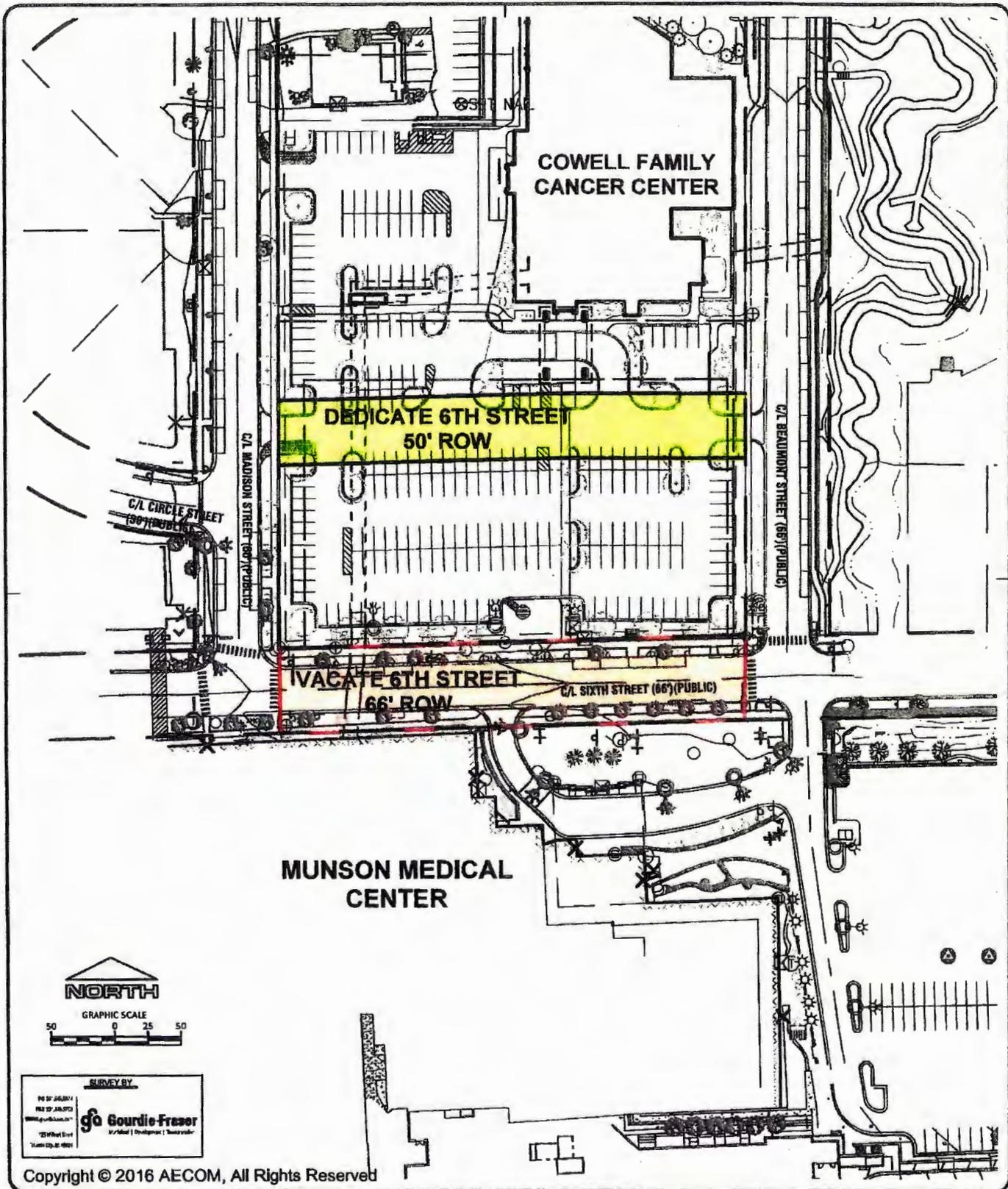
Be it further resolved, that any final resolution of vacation may be subject to the following requirements and conditions:

1. That all existing utility easements of record lying within the vacated portion of 6th Street shall be reserved or alternative easements granted.
2. That the applicant shall grant to the City of Traverse City and the City shall accept a grant of right of way approximately 50 feet in width north of and directly parallel with the vacated portion of 6th Street for purposes of the public Street. The location of said right-of-way shall be subject to approval of the City Engineering Department, which approval shall not be unreasonably withheld. The cost of surveying the said right-of-way and constructing the new street, in accordance with those standards promulgated by the City Engineering Department, shall be paid for by the applicant.
3. That the applicant shall be responsible for the cost of the relocation of any existing utilities including storm and sanitary sewer, water mains and leads and electrical lines with supporting facilities.
4. That the applicant be issued within 12 months from the date of the resolution, either a land use permit or a special land use permit for construction of a structure which may lie, partially within the vacated portion of 6th Street. Should such a land use permit or special land use permit not be issued within 12 months from the date of the final resolution and that fact is made evident by an affidavit signed by the Clerk for the City of Traverse City, the resolution shall be of no force or effect. Nothing contained in this resolution shall obligate the City to issue a land use permit or special land use permit to the applicant as herein described.
5. This resolution shall not be recorded with the Grand Traverse County Register of Deeds until all the above conditions have been satisfied.

Be it further resolved that a public hearing on the proposal to vacate shall be held on **November 7, 2016** at 7 p.m., in the Commission Chambers, 2nd Floor, Governmental Center. Objections to the proposed action may be filed in writing with the City Clerk, 400 Boardman Ave, Traverse City, MI 49684 at any time prior to the public hearing.

I hereby certify that the above resolution was adopted by the City Commission at a regular meeting held on _____, _____, 2016, at the Commission Chambers, 2nd Floor, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Benjamin C. Marentette, City Clerk



SURVEY BY:
PREP BY: JAMES V. ...
 DATE: JAN. 2015
 PROJECT: ...
gfo Gourdie-Frazier
Architect | Development | Transportation

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TITLE
EXHIBIT 'A'



AECOM AECOM, TRAVERSE CITY, MI, 231-932-7592

DATE 08-29-16	JOB NO. 60505143
DR. pdr	SKETCH NO.
CK. gl	EX-A



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF OCTOBER 3, 2016

DATE: SEPTEMBER 29, 2016

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

SUBJECT: RESOLUTION RECOGNIZING OCTOBER 5, 2016, AS *TRAVERSE CITY WALKS TO SCHOOL DAY*

The National Center for Safe Routes to School has established the first Wednesday in October as National Walk to School Day.

Commissioner Tim Werner requested that the City Commission consider adopting the attached resolution which would recognize October 5, 2016, as *Traverse City Walks to School Day*.

Norte! Youth Cycling is promoting this event for our community.

I recommend the following motion:

That the Resolution Recognizing October 5, 2016, as *Traverse City Walks to School Day*, be adopted.

K:\tcclerk\city commission\resolutions\traverse city walks to school day

copy: Ty Schmidt, Norte! Youth Cycling – ty@elgrouponorte.org



**A Resolution Recognizing October 5, 2016 as
Traverse City Walks to School Day**

- Because, The City of Traverse City, Michigan supports students walking as an active, healthy means of transportation to and from school; and
- Because, the health and safety of our children is of highest concern to the citizens of Traverse City; and
- Because, a lack of physical activity plays a leading role in rising rates of obesity, diabetes and other health problems among children and being able to walk to school offers an opportunity to build activity into daily routine.
- Because, driving students to school by private vehicle contributes to a significant increase in traffic congestion and air pollution at the beginning and end of each school day; and
- Because, an important role for parents and caregivers is to teach children about pedestrian safety and become aware of the difficulties and dangers that children face on their trip to school each day and the health and environmental risks related to physical inactivity and air pollution.
- Because, community members and leaders should continue to develop a list of suggestions, evaluate and prioritize needed changes to infrastructure to enable the children attending Traverse City schools to safely walk and bicycle in our communities as we work to make improvements.
- Because, the National Center for Safe Routes to School has established the first Wednesday in October as National Walk To School Day, and
- Because, the first annual Traverse City Walks to School Day, held in 2015, proved to be helpful in encouraging children to safely walk and bicycle to school and is part of a larger effort in creating and promoting Safe Route to Schools programs across the United States and throughout the world; now, therefore, be it
- Resolved,** that the City Commission of the City of Traverse City hereby recognize October 5, 2016, as Traverse City Walks to School Day; and further be it

Resolved, that the City Commission along with Norte! and its community partners urges all students, parents, teachers, administrators, schools, and school districts in the Traverse City area to participate in this event.

I certify that this resolution was adopted by the City Commission for the City of Traverse City at its regular meeting held on October 3, 2016, in the Commission Chambers, Second Floor, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Benjamin Marentette, MMC
City Clerk



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF OCTOBER 3, 2016

DATE: SEPTEMBER 29, 2016

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

SUBJECT: RESOLUTION SUPPORTING THE ROAD COMMISSION
MILLAGE ON THE NOVEMBER 8, 2016, BALLOT

In November 2013, voters of Traverse City, along with voters of Grand Traverse County, approved a one mil tax to fund repairs and improvements to local streets, highways and bridges for three years, which ended this year.

The millage provided \$2.29 million to the City over three years which was invested directly in street improvements; the attached document indicates work that was made possible by these funds.

A four-year renewal of this millage is on the November 8, 2016, ballot for all residents of Grand Traverse County. To continue the positive momentum we have had for improving the conditions of our streets, I recommend the City Commission adopt the attached resolution supporting this ballot proposal.

Grand Traverse County Road Commission Member John Nelson and Grand Traverse County Road Commission Manager Jim Cook will be in attendance at the meeting Monday evening.

I recommend the following motion:

That the Resolution Supporting the Local Streets, Highways and Bridges Repair Improvement Millage Renewal Proposal on the November 8, 2016, ballot, be adopted.

MC/bcm

k:\tcclerk\city commission\resolutions\millage proposal support for roads memo

copy: Jim Cook, Grand Traverse County Road Commission Manager –

jcook@gtrc.org

Deb Hunt, Grand Traverse County Road Commission – dhunt@gtrc.org

Dear Registered Voters in Grand Traverse County,

Nearly three years ago, the residents of Grand Traverse County were presented with a road millage ballot proposal for road repairs and improvements. A simple majority of voters cast an approving vote to the tune of just over 50%. The November 8, 2016 ballot renewal requests asks the following question.

Shall the previously voted increase in the tax limitation on the total amount of taxes that may be levied against all taxable property within Grand Traverse County of up to and including 1 mill (\$1.00 per \$1,000 of taxable value) be renewed in the amount of up to and including 1 mill (\$1.00 per \$1,000 of taxable value) and levied for 4 years, beginning 2016 through 2019, inclusive, on all taxable property within Grand Traverse County for the purpose of repair and improvement of streets, roads, highways, and bridges within Grand Traverse County? If approved and levied in full, the renewal millage will generate an estimated \$4,620,529 in revenue to be disbursed to the Grand Traverse County Road Commission, the City of Traverse City, the Village of Kingsley, and the Village of Fife Lake for road, street, highway, and bridge repairs and improvements when first levied in 2016.

Your Road Millage at Work! The intent of this brochure is to give a three-year account of the road millage projects beginning in 2014. Many projects may have been part of earlier multi-year programs. The millage funds enabled many of those projects to be completed sooner. It should also be noted every road project completed during this time is not listed; only those using millage funds. A point of interest would be to compare the amount of miles improved to the amount of miles each agency is responsible to maintain.

The project lengths listed in this brochure do not tell the whole story. Projects are generally more than just surface treatment. Intangible improvements such as drainage improvements, greater sight distance from tree removal, increased safety from improved intersections, fewer potholes and reduced grades from cutting back major hills can't be tallied in miles.

In reviewing the charts, it should be noted most projects required funding in addition to the millage. Millage dollars can provide funds for programs requiring local matching dollars, such as federally funded projects which provide 80% of project costs and matching dollars for grant funded projects.

Millage dollars help free up General Fund dollars to expand routine maintenance activities. Over the last three years both City and County "fair-to-good" road ratings have improved significantly. These increases are attributable not only to completed millage road projects, but allowing regular road repair dollars to provide expanded routine maintenance — fewer potholes on major roads allow funds to be reallocated to lower volume roads, and expanded activities such as improved drainage, tree removal, gravel road maintenance, ditching and shoulder improvements which extend a road's life.

Those with questions should contact the appropriate agency. The phone numbers are listed in this brochure.

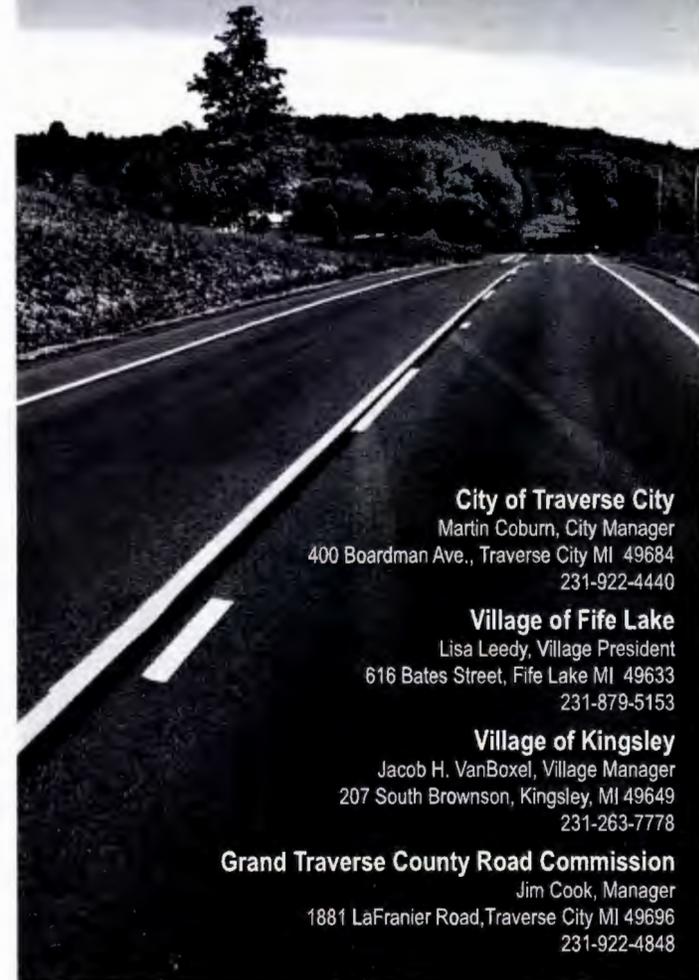
Vote on November 8, 2016

2016 ROAD MILLAGE BALLOT PROPOSAL
INCLUDING THE 2013 ROAD MILLAGE
REVENUE & EXPENDITURE SUMMARY

City of Traverse City • Village of Fife Lake • Village of Kingsley • Grand Traverse County Road Commission

2016 ROAD MILLAGE BALLOT PROPOSAL

INCLUDING THE 2013 ROAD MILLAGE
REVENUE & EXPENDITURE SUMMARY



City of Traverse City

Martin Coburn, City Manager
400 Boardman Ave., Traverse City MI 49684
231-922-4440

Village of Fife Lake

Lisa Leedy, Village President
616 Bates Street, Fife Lake MI 49633
231-879-5153

Village of Kingsley

Jacob H. VanBoxel, Village Manager
207 South Brownson, Kingsley, MI 49649
231-263-7778

Grand Traverse County Road Commission

Jim Cook, Manager
1881 LaFranier Road, Traverse City MI 49696
231-922-4848

GRAND TRAVERSE COUNTY 2013 ROAD MILLAGE BALLOT PROPOSAL REVENUE & EXPENDITURE SUMMARY

Village of Kingsley 9.03 miles

2014-2015-2016 / Millage Revenue - \$70,872	Miles	Fix Type	Cost	Millage
Fenton, Franklin, George & Cottage Streets	1.18	Reconstruct	\$347,000	\$70,872

City of Traverse City 77.69 miles

2014 Pavement Preservation Project / Millage Revenue - \$747,874	Feet	Fix Type
Allouez Trail, Bloomfield to Highland Park	615	Mill / 2" HMA Overlay
Boon St, Garfield to Woodmere	160	Mill / 2" HMA Overlay
Carver St, Grant to E. of Hastings	2,646	Mill / 2" HMA Overlay
Center Lane, Nineteenth to End	240	Mill / 2" HMA Overlay
S. High St, Boughy to Nineteenth	460	Mill / 2" HMA Overlay
W. 17th St, Arnold to Pine	430	Mill / 2" HMA Overlay
Alcona Ct., Kewaunee to End	180	Crush & Shape / 3" HMA
Arrowhead Dr, Quail Ridge to Kewaunee	1,600	Crush & Shape / 3" HMA
Cass St, City Limits to Fairway Hills	1,100	Crush & Shape / 3" HMA
Cherry Lane, Bloomfield to Quail Ridge	720	Crush & Shape / 3" HMA
Huron Hills Dr, Quail Ridge to Arrowhead	480	Crush & Shape / 3" HMA
Nakoma Dr, Quail Ridge to Kewaunee	670	Crush & Shape / 3" HMA
N. Quail Ct, Quail Ridge to End	200	Crush & Shape / 3" HMA
Parsons Rd., Airport Access to Three Mile	1,716	Crush & Shape / 3" HMA
Quail Ridge Dr, Bloomfield to Arrowhead	530	Crush & Shape / 3" HMA
S. Quail Ct, Quail Ridge to End	200	Crush & Shape / 3" HMA
Timber Lane Dr., Huron Hills to City Limit	810	Crush & Shape / 3" HMA
TOTAL \$750,000	TOTAL 12,757 / 2,416 mi	

2015 Pavement Preservation Project/ Millage Revenue - \$776,915	Feet	Fix Type
Carver St, Garfield to End	1,980	Mill / 2" HMA Overlay
East Lane, Boughy to Nineteenth	486	Edge Mill / 2" HMA Overlay
Fern St, Carver to Hannah	2,650	Crush & Shape / 2" HMA
Kewaunee Dr, Birchwood to City Limits	1,954	Crush & Shape / 2" HMA
Cuyahoga Ct, Kaukauna to End	530	Crush & Shape / 2" HMA
Aspen Ct, Birchwood to End	636	Crush & Shape / 2" HMA
Kaukauna, City Limits to Kewaunee	553	Crush & Shape / 2" HMA
E Timber Lane, Arrowhead to East Shore	3,110	Crush & Shape / 2" HMA
Birchwood Ct, Birchwood Ave to end	712	Crush & Shape / 2" HMA
Willow, Monroe to End	528	Crush & Shape / 2" HMA
E Timber Lane	221	2" HMA Overlay
S East Bay Blvd, N East Bay to end	607	2" HMA Overlay
Spruce St, 6th to 7th	255	Edge Mill / 2" HMA Overlay
TOTAL: \$764,249	TOTAL 14,222 / 2,693 mi	

2016 Pavement Preservation Project/ Millage Revenue - \$742,336	Feet	Fix Type
Birchwood Ave, Eastam to Aspen	665	Crush & Shape / 2" HMA
Fair St., 8th to Titus	459	Edge Mill / 2" HMA Overlay
E Front St, Munson to 343' North	343	Edge Mill / 2" HMA Overlay
Calvin Dr, Indian Trl to End	660	Crush & Shape / 2" HMA
Coventry Trl, Kewaunee to End	713	Crush & Shape / 2" HMA
Indian Trail Blvd, Airport Access to Calvin	1,209	Crush & Shape / 2" HMA
Westminster Rd, Airport Access to Indian Trl	1,283	Crush & Shape / 2" HMA
Centre Pl, Centre St to End	549	Crush & Shape / 2" HMA
Beadle St, Fair to Davis	1,278	Mill / 2" HMA Overlay
Cochlin St, Beadle to Munson	972	Edge Mill / 2" HMA Overlay
Davis St, 8th to Munson	1,082	Edge Mill / 2" HMA Overlay
Hamilton St, Fair to Munson	612	Mill / 2" HMA Overlay
Leeward Ct, Full Length	391	Crush & Shape / 2" HMA
Belmont Dr, Terrace to 8th	1,283	Mill / 2" HMA Overlay
Cromwell Dr, Full Length	1,294	Mill / 2" HMA Overlay
Woodland Dr, Terrace to 8th.	1,283	Mill / 2" HMA Overlay
TOTAL: \$779,129	TOTAL 14,076 / 2,665 mi	

Note: Other funds were used in addition to the Millage proceeds to complete the work.
2016 Work is anticipated to be complete by November 1, 2016.

County Road Commission 1,015 miles

2014 Road and Project Limits/ Millage Revenue - \$3,494,691	Miles	Fix Type	Cost	Millage
County Line Rd., and Karlin Rd.	12.534	Chip Seal	\$596,136	\$508,716
South Long Lake Rd./West Long Lake Rd.	3.578	Resurface	196,958	167,414
South Airport Rd., Cass Road to Veterans Dr.	0.86	Mill / Overlay	152,041	129,234
Cass Rd., South Airport Rd. to City Limits	0.8	Mill / Overlay	106,397	90,437
Hoch Rd., Keystone Rd. to Garfield Rd.	1.411	Asphalt	321,615	273,373
Hobbs Highway, Garfield Rd. to Supply Rd.	6.465	Chip Seal	125,067	106,306
Clark Rd. / Voice Rd., Garfield Rd. to M-113	3.453	Resurface	332,817	282,894
Supply Rd./Fife Lake Rd.	16.171	Overlay	1,776,677	1,536,357
Zimmerman Rd., Silver Lake Rd. to N Long Lake Rd.	1.363	Crush / Shape	472,894	401,960
TOTAL	41.435		\$4,080,602	\$3,494,691

2015 Road and Project Limits/ Millage Revenue - \$3,582,462	Miles	Fix Type	Cost	Millage
Cedar Run Rd., Barney Rd. to County Line	3.551	Chip Seal	\$515,581	\$515,581
Harris Rd., North Long Lake Rd. to Barney Rd.	0.755	Chip Seal	365,870	365,870
County Rd. 633, County Line to M-37	10.891	Chip Seal	1,083,650	1,083,650
Beltner Rd., Hoosier Valley Rd. to River Rd.	0.729	Overlay	186,555	186,555
Garfield Rd., Hobbs Hwy to Pottar Rd.	3.346	Crush / Shape	226,223	226,233
Peninsula Dr., Center Rd. to McKinley Rd.	1.546	Overlay	298,323	208,323
LaFranier Rd., South Airport Rd. to Hammond Rd.	1.958	Mill / Overlay	2,886,994	996,250
TOTAL	22.770		\$5,473,196	\$3,582,462

2016 Road and Project Limits/ Millage Revenue - \$3,670,778	Miles	Fix Type	Cost	Millage
Elk Lake Rd., Angell Rd. to Townline Rd.	2.0	Overlay	\$342,585	\$325,465
Herkins Rd., East Long Lake Rd. to North Long Lake Rd.	2.235	Chip Seal	442,537	420,410
Peninsula Dr., Hawk Ridge Rd. to Gray Rd.	3.17	Chip Seal	535,275	508,511
Williamsburg Rd., Supply Rd. to M-72	5.8	Overlay	1,424,920	1,353,579
Garfield Rd., South Airport Rd. to Forest Lane Dr.	0.25	Mill / Overlay	449,558	427,080
Keystone Rd., Beltner Rd. to Brimley Rd.	1.8	Overlay	321,452	305,380
River Rd., Keystone Rd. to Garfield Rd.	6.0	Chip Seal	333,829	330,363
TOTAL	21.253		\$3,856,196	\$3,670,778

Village of Fife Lake 6.71 miles

2014 Road and Project Limits / Millage Revenue - \$9,827	Miles	Fix Type	Cost	Millage
Fourth Street, Pierce to Turnaround	0.25	Pave	\$35,000	\$7,827
Pierce Road, State Street to Sixth Street (2015 carryover)	0.5	Pave	307,000	2,000
TOTAL	.75		\$342,000	\$9,827

2015 Road and Project Limits / Millage Revenue - \$9,417	Miles	Fix Type	Cost	Millage
Clymene, Merritt and Martha	0.5	Gravel	\$1,800	\$1,800
Lake Street	0.35	Gravel	1,850	1,850
Anthony Street, Bates to Merritt	0.1	Gravel	1,000	1,000
Front Street, Main to Oak	0.1	Shoulders	1,100	1,100
Bates Street, State to Martha	0.2	Shoulders	800	800
Fourth Street (second section)	0.5	Gravel	1,600	1,600
Sixth Street, Howard Street Alley to Fife Lake (2016 carryover)	0.35	Gravel	1,300	1,267
TOTAL	2.1		\$9,490	\$9,417

2016 Road and Project Limits / Millage Revenue - \$10,141	Miles	Fix Type	Cost	Millage
Clymene, Merritt to Martha	0.5	Gravel	\$500	\$500
Boyd Street, Morgan to Jane	0.35	Gravel	700	700
Janet, Morgan to Boyd	0.5	Gravel	1,700	1,700
Main, north of Front to curve	0.35	Pave	900	900
State Street near public access	0.5	Pave	2,200	2,200
Lake Street, 2nd to 4th	0.35	Pave	7,800	800
Janet St., Bates, Boyd, Shelby, Merritt, Anthony, Main, Maple, Front	2.7	Patch	2,200	2,200
Canopy Clearanc - Bates, Janet, Shelby,		Trimming	5,500	1,141
TOTAL	5.25		\$21,500	\$10,141

2016 GRAND TRAVERSE COUNTY ROAD IMPROVEMENT BALLOT PROPOSAL FREQUENTLY ASKED QUESTIONS

Q: Why is the County still asking for money for road improvements when the State passed a law to increase road funding?

A: Good question and glad to answer it. The plan developed by our legislature envisions full funding by 2021. It is dependent upon increased registration fees and fuel taxes which are gradually being implemented over a five-year period. The largest increases are dependent upon improvements in Michigan's economy with a resultant surplus in the General Fund. In the meantime, our goal of improving Grand Traverse County road ratings will begin to decrease during this five-year gap without additional funding. The ballot proposal, if passed, would maintain the current level of funding and allow the improvements on our county system to continue. At the end of the four-years, the funding law, if fully implemented, should provide the current level of funding provided by the millage.

Q: Don't my property taxes already pay for County roads?

A: The current one mill on your tax bill expires December 31, 2016. The road millage was approved by the majority of voters in 2013. No other taxes on your property tax bill fund road improvements.

Q: If approved, how will the additional money be spent?

A: Millage monies must be and will continue to be spent in accordance with the ballot language - for improving existing roads, bridges and streets. It cannot be used for purchasing equipment, wage increases, buildings, etc.

PROJECT FUNDED BY

COUNTY
ROAD MILLAGE

DRIVE SAFELY



**Resolution Supporting the *Local Streets, Highways and
Bridges Repair Improvement Millage Renewal Proposal on the November 8, 2016, ballot***

- BECAUSE, the condition of roads and bridges has a direct economic impact on the economy of Traverse City and is of importance to the residents of Traverse City, which was indicated by the City electorate at the November 3, 2013, election where it, along with the electorate of Grand Traverse County, approved the road millage, indicating investments in our roads is of importance to the residents of Traverse City; and
- Because, state road funding amendments in 1984 and 1997, prior to 2016, were fixed rates per gallon without consideration for inflation, meaning the condition of infrastructure declined; and
- BECAUSE, the 2016 state road funding package is to be gradually implemented over the next five years, with full funding anticipated for the 2021 construction season and is conditioned upon a surplus in the State's General Fund and an improved Michigan economy; and
- BECAUSE, over the past three years, the road millage provided \$2.29 million in funding which was invested in city street improvements; now, therefore be it
- Resolved,** that the City Commission for the City of Traverse City supports the renewal of the November 8, 2016, road millage ballot proposal for one mil for four years to continue the progress made in improving the conditions of City streets and bridges.

I certify that this resolution was adopted by the City Commission for the City of Traverse City at its October 3, 2016, meeting held in the Commission Chambers, Second Floor, Governmental Center, Traverse City, Michigan.

Benjamin Marentette, MMC
City Clerk



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF OCTOBER 3, 2016

DATE: SEPTEMBER 29, 2016

FROM: ^{MC}MARTY COLBURN, CITY MANAGER

SUBJECT: IMPROVEMENTS TO WAGS WEST – REQUEST FROM PARKS
AND RECREATION COMMISSION

Attached is a memo from Parks and Recreation Superintendent Derek Melville regarding a recommendation from the Parks and Recreation Commission for the City Commission to allocate \$4,500 in Brown Bridge Trust Parks Improvement Funds for improvements to Wags West, essentially located at Division and Grandview Parkway.

\$4,500 in donor funds have been provided for improvements to Wags West; the City could match those dollars for actual improvements, such as the water bottle filling station and irrigation system costs.

Attached is a memo from City Treasurer/Finance Director William Twietmeyer indicating the current status of funds in the Brown Bridge Trust Parks Improvement Fund. As indicated by Mr. Twietmeyer, the balance in the fund is \$1,474,069.03. As also indicated, oil and gas royalty income in the prior fiscal year was approximately \$136,000, which is less than the \$300,000 in annual royalties anticipated. The final deposit into the Trust Fund will be December 2019.

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

that the City Commission releases \$4,500 in Brown Bridge Trust Parks Improvement Fund dollars to match improvements to Wags West as recommended by the Parks and Recreation Commission.

MC/bcm

k:\tcclerk\city commission\budget\brown bridge trust funds for wags west

copy: Dave Green, Director of Public Services

William Twietmeyer, City Treasurer/Finance Director

Derek Melville, Parks and Recreation Superintendent

Memorandum

The City of Traverse City



TO: Martin Colburn, City Manager

CC: Dave Green, Director of Public Services

FROM: Derek Melville, Parks & Recreation Superintendent 

DATE: September 22, 2016

SUBJECT: *Wags West Improvements and Brown Bridge Trust Fund*

On September 1, 2016 the Parks and Recreation Commission passed a 5 – 0 motion to approve a recommendation to the City Commission that remaining Wags West improvement funds be matched by Brown Bridge Trust Fund dollars to finalize Wags West Dog Park improvements.

There are currently \$4,500 of unspent funds that were raised from private and corporate donations for the Wags West Dog Park project. Additionally, there are still some large project items that are incomplete from the original list of improvements for the area which are noted below.

Items to be completed with estimated costs include:

- 1) Permanent donor signs (\$1000)
- 2) Water bottle filling station / dog and human drinking fountain (\$3,000)
- 3) Irrigation system and grass seeding (\$5,000)

Please request City Commission approval for the matching Brown Bridge Trust Fund dollars for the Wags West Dog Park improvements.

CARRIED 5 – 0

Commissioner DiGiacomo resigned from the Art's Commission.

- c. Superintendent Vaughn presented the recommended rates for Hickory Hills 2016 – 2017 season.

Motion by Rearick, seconded by DiGiacomo that the Parks and Recreation Commission keep the Hickory Hills rates the same for the 2016 – 2017 season.

CARRIED 5 – 0

- d. Discussion took place regarding a possible recommendation for the use of Brown Bridge Trust Fund money for completing projects at Wags West Dog Park.

Motion by Newton, seconded by Schuett that the Parks and Recreation Commission recommend to the City Commission that the \$4500.00 of the remaining money donated for improvements to Wags West be matched by \$4500.00 from the Brown Bridge Trust Fund for park improvements to complete Capital Improvements.

CARRIED 5 – 0

3. **OLD BUSINESS**

- a. Commissioner Newton spoke regarding future planning possibilities for Highland Park and Park "C". Discussion ensued.
- b. Superintendent Vaughn gave an update on Hickory Hills design, grant and fundraising process.

4. **PUBLIC COMMENT**

None

5. **COMMISSION REPORTS AND CORRESPONDENCE**

- a. Superintendent's Report
- b. Schedule of Upcoming Events

Google Maps Veteran's Park Wags West



Veteran's Park
 N Division St
 Traverse City, MI 49684

Memorandum

The City of Traverse City



To: Martin A. Colburn, City Manager
From: William E. Twietmeyer, City Treasurer/Finance Director
Subject: Current Status of Brown Bridge Trust Parks Improvement Fund
Date: September 28, 2016

W.E.T.

Pursuant to your request, the following is a recap of the current status of the Brown Bridge Trust Parks Improvement Fund. As of June 30, 2016 the fund closed with a balance of \$1,448,699.27 (unaudited). Since then, we have received oil and gas royalty revenue of \$25,369.76 for a balance of \$1,474,069.03.

Since the inception of this fund in December 2014, no expenditures have been made from this fund. However, the City Commission has gone on record to commit \$1,500,000.00 from this fund for matching capital expenditures at Hickory Hills and for matching \$300,000.00 for capital expenditures at the Brown Bridge Quiet Area. In addition, we expect a future request for a match of up to \$49,000.00 for capital expenditures at Clancy Park.

It should be further noted that the total oil and gas royalty income for the 2015-2016 fiscal year was only a little more than \$136,000 which is far short of the \$300,000 plus that was anticipated. Please consider that the price of oil has dropped precipitously and analysts in that field anticipate that prices will remain low for the foreseeable future. Furthermore, it should be noted that the five year provision for depositing oil and gas royalty income in the Brown Bridge Trust Parks Improvement Fund will end December 2019. Please let me know if you desire any additional information.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF OCTOBER 3, 2016

DATE: SEPTEMBER 29, 2016

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

SUBJECT: REQUEST FROM MAYOR CARRUTHERS -- 1430 WAYNE STREET -- DEED RESTRICTION

Mayor Carruthers has requested that the Commission discuss the attached request from Fern Spence, owner of 1430 Wayne Street, for the City Commission consider removing the deed restriction which provides that the 33' wide highway easement reserved in the warranty deed that the easement not be used for pedestrian purposes.

City Attorney Lauren Tribble-Laucht provided an attorney-client communication to the City Commission in 2013 in connection with this matter and has since distributed it.

The City Commission can enter into closed session to discuss the attorney-client Communication in connection with this matter. The following motion would be appropriate to do so and five (5) affirmative votes are required:

that the City Commission enter into closed session immediately following the public comment portion of the agenda to discuss an attorney-client privileged communication in connection with the request from Fern Spence to remove the deed restriction at 1430 Wayne Street, as authorized by MCL 15.268(h).

MC/bcm

k:\tcclerk\city commission\closed session\1430 wayne stret

copy: Fern Spence - fernspence@gmail.com



Benjamin Marentette <bmarente@traversecitymi.gov>

Please Add To Agenda: Request For Public Hearing 1430 Wayne Street Removal Of Pedestrian Restriction

1 message

Fern Spence <femspence@gmail.com>

Thu, Sep 22, 2016 at 1:25 PM

To: Benjamin Marentette <bmarente@traversecitymi.gov>

Cc: Jim Carruthers <jccarruthers@gmail.com>, Tim Wemer <twemer@traversecitymi.gov>, Gary Howe <garylhowe@gmail.com>, Brian Haas <bhaas@traversecitymi.gov>, Doug Spence Jr <dspence22@yahoo.com>, Bob&laura Otwell <otwell.tc@gmail.com>, Julie&Bill Clark <julie@traversetrails.org>

Good Day,

I am sending a request for a public hearing to be added to the upcoming city commission agenda.

I retained an attorney to discuss with Lauren Tribble-Laucht my request to remove a pedestrian trail restriction from 1430 Wayne Street by public hearing. According to Mayor Tribble-Laucht this item can be added to the agenda either by Mayor Carruthers or by the request of 3:7 commissioners.

I have discussed my issue with Mayor Carruthers as well as Gary Howe, Tim Wemer and Brian Haas. There are entities interested in purchasing 1430 Wayne Street to preserve it as a neighborhood connector, a safe route to school, and as an additional access point into Hickory Meadows. It is a great benefit to many city residents but the interested purchasers will not proceed if there is a pedestrian restriction on the property. It must be removed in order to keep the land a public green space.

Willow Hill Elementary Students use this property as part of their classroom in order to get into Hickory Meadows. There is no other safe way for students to access Hickory Meadows because Wayne Street narrows considerably along the route. The pedestrian restriction was added in 2010 and was added to benefit the sale of the land from the City of Traverse to former owners Keith and Sally Dykhuis. Keith and Sally Dykhuis told me that it was suggested they allow the addition of the pedestrian restriction in order to keep people from walking through their property.

Please honor my request for a public hearing to have this restriction removed. We bought the property to allow the public to use it freely as a community garden.

Thank you,
Fern Spence
658 Old Incochee Farm Trail
Traverse City, MI 49684
231-409-4960



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF OCTOBER 3, 2016

DATE: SEPTEMBER 29, 2016

FROM: ^{msc} MARTY COLBURN, CITY MANAGER

SUBJECT: ARTS COMMISSION – APPOINTMENT OF DOWNTOWN
DEVELOPMENT AUTHORITY BOARD REPRESENTATIVE

Attached is a memo from Deputy City Clerk Katie Zeits indicating the Downtown Development Authority Board's recommended replacement representative to serve on the Arts Commission. As mentioned by Ms. Zeits, the previous representative was not recently reappointed; therefore a new member is being recommended.

These are City Commission appointments.

The following motion would appoint the Downtown Development Authority Board's recommendation:

that Debra Hershey be appointed as the Downtown Development Authority Board of Director's Representative on the Arts Commission, term expiring September 15, 2020.

MC/kez

K:\tcclerk\city commission\appointments\Arts_DDA Rep_20161003doc

copy: Robert Bacigalupi, Executive Director

Memorandum

The City of Traverse City



To: Marty Colburn, City Manager

From: Katelyn Zeits, Deputy City Clerk *KZ*

Date: September 29, 2016

Subject: Arts Commission – Appointment of Downtown Development Authority Board’s Recommendation

The Downtown Development Authority Board has recommended a new person as their representative to the Arts Commission. Their previous representative was recently not reappointed to their board and therefore, this new appointment is necessary.

The person being recommended is current Downtown Development Authority Board of Director Debra Hershey. If appointed, she will serve until her current Downtown Development Authority Board term expiration, September 15, 2020. She will have the opportunity to seek reappointment.

This appointment is made by the City Commission.

If there is any questions I may answer, please feel free to contact me.

Thank you!

Traverse City Arts Commission

	<u>Initial Apt. Date</u>	<u>Termination</u>
Amy Shamroe (City Commission Rep) 511 Depot View #20, TC, 49686 517-930-9999 (Res) ashamroe@traversecitymi.gov	11/09/15	11//12/19
Rick Korndorfer (DDA Rep) 602 W. 9th St, TC, 49684 590-9006 (Res) rickkorndorfer@gmail.com	<u>04/20/15</u>	<u>09/15/16</u> <u>09/15/20</u>
<u>Not reappointed</u>		
Matthew Ross (Parks and Rec. Rep) 625 W. 7th St., TC 49684 409-1943, 392-0741 matthewross538@gmail.com	9/19/2016	9/1/2019
Janice Warren (Planning Rep) 606 W. 10th St, TC 49684 946-5819 (Res) 313-6903 (Bus) warrenjan2000@yahoo.com	<u>04/20/15</u>	<u>11/09/15</u>
Deb Lake 1022 Lake Ridge Dr. #1, TC, 49684 944-4117 (Cell) 392-1134 (Bus) lake.deb@gmail.com	05/18/15	05/18/18
Mary Gillett, Chair 1800 Wayne St, TC, 49684 883-8388 (Res) mgillett03@gmail.com	05/18/15	05/18/18
Jason Dake 851 E. 8th St., TC, 49686 810-444-7647 (Res) jasondake@gmail.com	5/17/2016	04/04/19
Christiaane Minervini 800 Cottage View Dr. #219, TC, 49684 218-4421 (Res) 932-0775 (Bus) christie@galleryfifty.com	05/18/15	05/18/18

Jackie Shinnors (City Manager Designee)
410 Seventh St, TC, 49684
941-8667 (Res)
jackieshinnors@gmail.com

03/01/16

05/18/18

Staff Liaison - Katie Zeits, Deputy City Clerk
922-4480 (Bus) kzeits@traverscitymi.gov

All appointments from the Parks & Recreation Commission, Downtown Development Authority Board of Directors, Planning Commission and City Commission, are for 3-year terms or for the length of their terms on their respective public bodies, whichever is shorter.

This Commission consists of 9 members who are registered electors of the City or members of the Downtown Development Authority Board of Directors and will have evidenced interest in the advancement of Public Art in the City. Four members are appointed by the City Commission from the following public bodies of the City: one from the Parks and Recreation Commission, one from the Downtown Development Authority Board of Directors, one from the Planning Commission, and one from the City Commission. Four members are appointed by the City Commission from the registered electors of the City. The City Manager, or the designee of the City Manager, shall be a member of such an advisory committee with full authority to vote.

Purpose: to advise the City Commission on matters pertaining to the arts programs within the city including review of requests for support, monetary or otherwise, submitted to the City; advise on the priority of such requests for or donations and placement of Public Art. The Arts Commission shall be responsible for promoting arts in the community, to include, but not be limited to: dissemination of knowledge with regard to arts; recognizing local artists and their work when appropriate; and cooperation with metropolitan agencies also dealing in the arts.

Meets every third Wednesday of each month at 3:00p.m.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF OCTOBER 3, 2016

DATE: SEPTEMBER 29, 2016

FROM: PILOT AD HOC COMMITTEE:
Commissioner Gary Howe, Chairperson
Commissioner Brian Haas
Commissioner Richard I. Lewis

SUBJECT: UPDATE ON PILOT POLICY AND PROCEDURE

The PILOT Ad Hoc Committee has met nine times over the past year to prepare for the City Commission a PILOT Policy and Procedure. In addition to committee meetings, we also introduced an earlier draft to the City Commission at a Study Session on August 22, 2017. The current draft addresses the concerns raised at that meeting, including an adjustment to the procedure and scoring matrix City staff will use for implementation. As an update, we wanted to inform the Commission the draft is currently being reviewed by the City Attorney and has been sent to Michigan State Housing Development Authority (MSHDA) for a review. We look forward to a final version to be presented to the City Commission once those reviews are completed.

Please note, "Establishing a common PILOT policy" was one of the recommendations from the Joint Housing Task Force in 2015. As far as we are aware, this is the first local policy of its kind and we hope the structure of it will be utilized in other municipalities.

In regard to the Joint Housing Task Force recommendations, we also recommend that a joint committee be formed to make specific policy recommendations addressing housing supply and affordability in the City. The Downtown Development Authority Board has expressed interest, in addition to the Planning Commission. We seek suggestions to the form and direction of such a committee from the City Commission and from staff. We've briefly discussed two representatives from each commission, with staff representation from the Community Development Committee.

Thank you for your consideration.

MC/bcm

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MINUTES

ACT 345 RETIREMENT SYSTEM

DATE: June 29, 2016
LOCATION: Mayors Conference Room, Government Center, 400 Boardman Ave., Traverse City, MI 49684
TIME: 12:00 Noon.
PRESENT: W. Twietmeyer, W. Kuhn, J. Jenkins, J. Bussell, C. Rueckert
ABSENT:
GUESTS: K. VanDagens
STAFF: J. Henderson

W. Kuhn called the regular meeting to order at 12:03.

Moved by C. Rueckert, seconded by J. Jenkins that the minutes of the May 25, 2016 regular meeting be approved.

Motion approved 5-0.

Warrant No. 602 in the amount of \$195,077.21 for Retirees Benefits for July 2016 was approved and signed by C. Rueckert and J. Jenkins.

Kirk VanDagens from PNC Institutional Asset Management gave a presentation as of March 31, 2016 including a financial market review, an account status review, a review of the current allocation, past investment performance, and the PNC Intermediate Bond and PNC High Yield Bond mutual funds. The Board was provided a copy of the original agency agreement from 1984 with copies of proposed and updated custodian agreement and investment management agreement. The Board asked various questions.

Moved by J. Jenkins, seconded by C. Rueckert that the Retirement Board approves the travel budget for the 2016-2017 fiscal year.

Motion approved 5-0.

W. Twietmeyer distributed copies of a communication from VanOverbeke, Michaud, & Timmony outlining recent legal issues and decisions affecting retirement systems in Michigan.

C. Rueckert departed the meeting.

A new member form and a nomination of beneficiary form received from Taylor Comiskey were noted as received and filed.

Moved by J. Jenkins, seconded by J. Bussell to adjourn.

Motion approved 4-0.

Meeting adjourned at 12:54 pm


William E. Twietmeyer
Secretary/Treasurer



Board of Trustees Regular Meeting
MINUTES (approved)
Thursday, August 18, 2016 at 5:00pm
Interlochen Public Library
9700 Riley Rd., Interlochen, MI 49643

1. Call to Order

The meeting was called to order by President Gillman at 5:00pm. Present were Gillman (President), Marek (Vice President), Beasley (Secretary), Kachadurian (Treasurer), Jones, Payne, and Moyer (Trustees). Also present were Zeits (Counsel), Parsons (Director), and Carpenter (Staff).

2. Approval of agenda

An amendment was requested by Payne to correct the wording of Old Business item 6b from 'Schmuckal Funds' Options to 'Arthur Schmuckal Trust' Options. It was MOVED by Marek, SUPPORTED by Kachadurian, to approve the agenda including the amendment request. Motion CARRIED.

3. Approval of minutes

It was MOVED by Jones, SUPPORTED by Beasley, to approve the regular meeting minutes of June 16, 2016 as presented. Motion CARRIED.

4. Public Comment

President Gillman opened the floor for public comment. There was none.

5. Reports and Communications

a. Director Report

Parsons confirmed her written report and added the following:

- Although print material circulation is decreasing, circulation of e-resources such as e-books and e-databases is increasing. In addition, wireless usage is increasing. Despite a slight decrease in visitors, the library has been very busy throughout the summer.
- Thank you to the staff and board, and especially to Matthew Wiliford, TADL's Marketing and Communications Manager, for sharing information about TADL services leading up to a successful millage vote by 75.5% of the voters and passage of the millage in all precincts.
- Parsons attended the Northland Library Cooperative (NLC) Planning Committee meeting. One of the items discussed was a method of returning funding in the form of grants to libraries in instances where all allocated funds were not used. She also noted that TADL will have a permanent seat on the Board of NLC.
- Long-time volunteer, William Engle, passed away recently and has designated 10% of his estate to TADL.

b. Financial Report

Parsons confirmed her June and July reports, highlighting the following:

- July Revenue – TADL has received 98.5% of the budgeted revenue. The remaining \$77K has almost been fulfilled since revenues were recently received: \$21K from Benzie County; \$9320 from Leelanau County; and \$32K from State Aid. Tax revenues are up while penal fines are less than budgeted, however, other factors such as an increase in interest and dividends have offset the difference.
- July Expenses – Expenses are at 61.3% of the budget. This is in line with expectations at this point in the year.

c. *Member Library Reports*

- Renee Kelchak, Director of Interlochen Public Library (IPL), welcomed the TADL board and announced the annual IPL Friends meeting September 12th. Special guest speaker, Dave Pennington, will share a presentation on the history of Interlochen at the annual meeting and there will be an update on the new building campaign. Kelchak attended the district's Summer Reading Club finale party and was also proud to report that Green Lake Township passed the library millage with 231 to 91 votes.

A written report from Vicki Shurly, Director of Peninsula Community Library (PCL), was included in the board packet.

Jill Porter, TADL's Assistant Director of Public Services, offered a special recognition to Norte! Youth Cycling Bike Loaning Program. Norte maintains a collection of bikes for families that cannot afford to purchase bikes. Parents of toddlers through elementary school aged children can check out a bike and trade up to a bigger bike as their child grows. Following a recent donation of 47 bikes from McClain Bicycle Shop, Norte held their bike loaning program at TADL and within a few hours all but 5 bikes were loaned out. During that program the Youth Services Department was packed full of children and parents who had gotten a bike loan. Some of those patrons were first time users and signed up for library cards. The program was a win-win all around.

d. *Committee Reports*

- Facilities and Services Committee – Payne reported that the committee had met and discussed a re-lamping project with Bennett, TADL's Facilities Manager. Bennett will pursue RFP's for the project. The committee discussed a business plan and building purchase proposal presented by the Blair Library Committee as well as the possible use of the Arthur Schmuckal Trust donation. Beasley noted that he was not in attendance and made a motion, supported by Marek, to amend the minutes to reflect his absence. Motion carried.
- Finance Committee – Kachadurian reported that the committee had met and discussed the items under Old Business, later in the agenda.
- Personnel Committee – Kachadurian reported that the committee had not met and that there is no update on the union contract negotiations. Due to a change in the Teamsters representation personnel, the next negotiation meeting has been delayed until August 31st.
- Policy Committee – Jones reported that the committee had met and discussed the policies under New Business later on the agenda.

e. *Other Reports and Communications*

- Friends' Report – Maryln Lawrence, Friends Board President
Lawrence announced that the annual book sale is September 23-25. Unfortunately the book sale co-chair will be leaving the area, however preparations are organized and going well. Lawrence had a very positive visit from a representative of Friends of Michigan Libraries; the Friends annual planning meeting will be held soon; and the results of the new Under the Stairs Gift Shop outreach efforts are under discussion.

6. **Old Business**

a. *Recognition of Successful Millage Vote*

President Gillman recognized all those who took part in a successful millage vote, in particular the visits made by Parsons and Wiliford to all voting township board meetings. Payne expressed his appreciation to Wiliford for his presence at many events throughout the past few months and Kachadurian commended Wiliford on TADL's positive presence in the media.

b. *Arthur Schmuckal Trust Options*

The board discussed at length the best course of action to take with a donation from the Arthur Schmuckal Trust that was intended to be used for library services for Blair Township.

Kachadurian stated that given the millage-voted budget over the next 10 years and the expected costs to run a branch library in Blair Township, there would not be enough funds to do so and would require a radical reconstruction of district services in order to do that. Payne felt strongly that the funds should be returned to the Schmuckal family for another use if it is unlikely that they cannot be used for the intended purpose. Zeits explained the legal language of the donation as well as the process and costs required to return the money as well as the probable legal process and cost assumptions if the Schmuckal family agreed that the money could be used for another form of library service purpose, such as the possibility of a bookmobile suggested by some members of the board. Zeits also explained that the Schmuckal family has asked that TADL incur the estimated probate court costs of approximately \$2000 if the funds are to be returned.

It was MOVED by Payne, with SUPPORT by Marek, to return the \$100K donation given to TADL, along with the earned interest, to the Arthur Schmuckal Trust. A roll call vote was taken with the following results:

Jones – nay Payne – aye Beasley – nay
Gillman – nay Marek – aye Moyer – nay
Kachadurian – nay

Motion FAILED.

Discussion continued among the board members. Many members felt that if there was a cost either way, to return the funds, or to re-allocate the funds, that it would be prudent to see if a mutual purpose could be agreed upon before determining the final course of action for the donation. It was MOVED by Kachadurian, with SUPPORT from Jones, to pursue the possibility of an alternative purpose for the donation with the Arthur Schmuckal Trust heirs and with Council. A roll call vote was taken with the following results:

Jones – aye Payne – aye Beasley – aye
Gillman – aye Marek – aye Moyer – aye
Kachadurian – aye

Motion CARRIED.

c. *Interlochen Public Library Contract Update*

President Gillman noted that the details of the member library contract between Interlochen Public Library and TADL have not yet been agreed upon, but a meeting has been scheduled to continue the discussions.

7. **New Business**

a. *Policy 1.2 Amended Bylaws of the Traverse Area District Library*

Jones read and reviewed revisions to Policy 1.2, Amended Bylaws of the Traverse Area District Library, which were recommended by the Policy Committee to bring the language of the policy up to current practice. It was MOVED by Jones, with SUPPORT from Beasley, to approve the revisions as presented. Marek suggested adding the Pledge of Allegiance to section 3.7 Orders of Business, as item b, with the remaining items following suit. President Gillman then sent Marek's suggestion to the Policy Committee for review. Motion CARRIED.

b. *Policy 3.1 Borrowing Privileges*

Jones briefly discussed each of the revisions to Policy 3.1, Borrowing Privileges, which were recommended by the Policy Committee to reflect changes to TADL's membership with Northland Library Cooperative and borrowing through Michicard which is no longer in existence. It was MOVED by Jones, with SUPPORT by Beasley, to approve the enumerated revisions. Motion CARRIED.

c. *Management Staff Compensation Discussion (possible closed session pursuant to consideration of written attorney-client communication)*

Kachadurian, Chair of the Personnel Committee, noted that management staff compensation changes have been on hold while non-exempt staff union negotiations have been in progress. As a

result, some of the management staff has not had a compensation change in almost two years. At the Finance Committee Kachadurian proposed that management staff compensation be reviewed and offered within a limited financial structure rather than wait until the union negotiations are completed. President Gillman recommended that the matter be taken to the Personnel Committee to consider the impact on negotiations and to bring a management compensation package recommendation back to the full board. It was MOVED by Beasley, with SUPPORT from Payne, to proceed with President Gillman's recommendation as presented. Motion CARRIED.

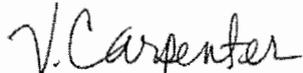
8. Public Comment

President Gillman opened the floor for public comment. Pat Thompson, Interlochen Public Library Board President, reported over \$7000 in sales at the Friends Book Sale. Tom's Food Markets donated \$250K to the new library campaign, reducing the campaign amount still needed to approximately \$60K. Thompson expressed appreciation for the staff that are the heart of the library and the support that IPL has received for the new building.

9. Adjournment

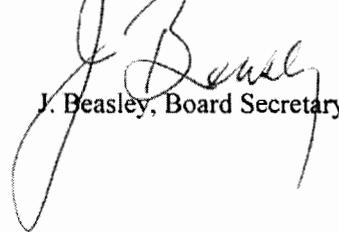
With a motion by Kachadurian and support from Marek, President Gillman adjourned the meeting at 5:51 pm.

Respectfully submitted,



V. Carpenter, Recording Secretary

Approved by board vote on September 15, 2016,



J. Beasley, Board Secretary

10/3



MONTHLY OPERATING REPORT

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

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

FROM: Elizabeth Hart, Project Manager

DATE: September 15, 2016

SUBJECT: Monthly Operations Report for August 2016

Attached to this report are the following items: August's report to the state which has been electronically submitted, a financial summary for the TCRWWTP and the Grand Traverse County Septage Facility, and monthly loadings and flows for the month of July.

TRAVERSE CITY

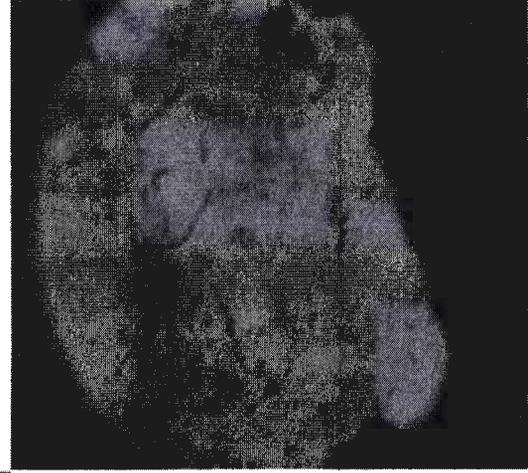
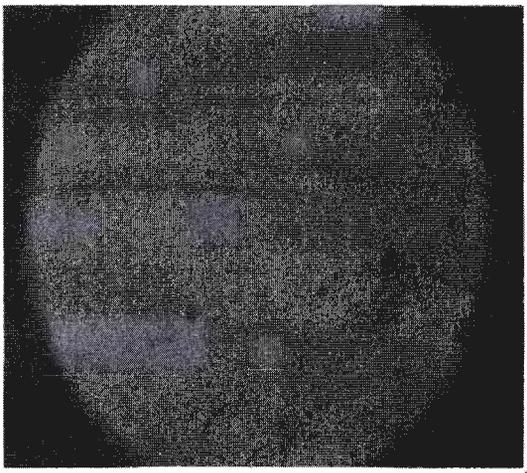
OPERATIONS AND PROJECTS

The Treatment Plant was in full compliance through the month of August. We have not observed comma shaped Gram positive bacteria (CSGPB) in the biomass since mid-December. (Please refer to the photos below)

Microscope Pictures of Treatment Plant Biomass

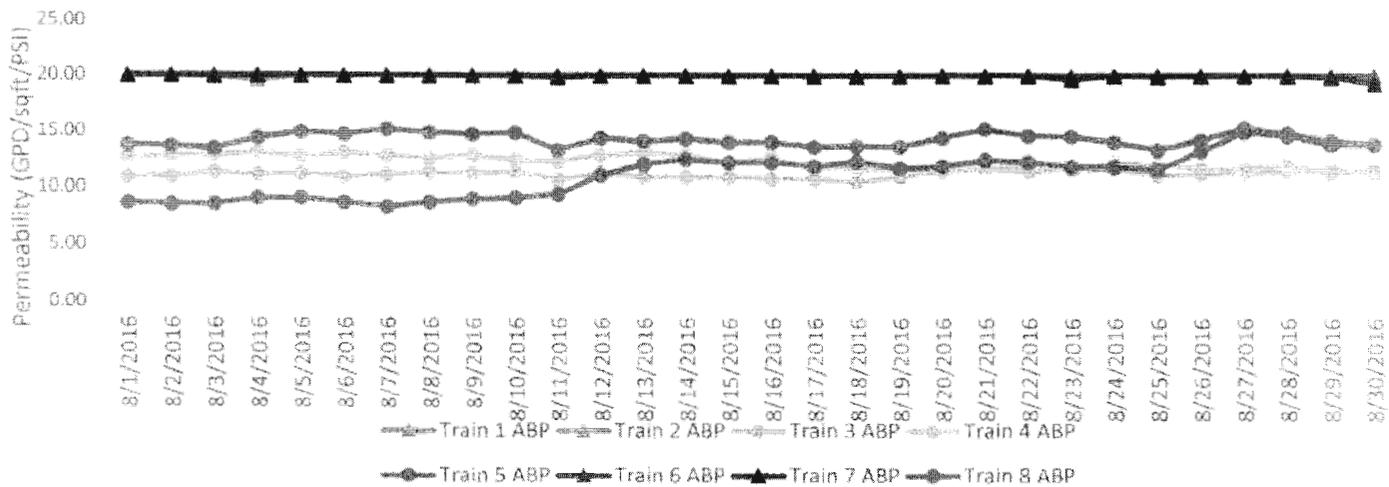
8-16-16

8-23-16



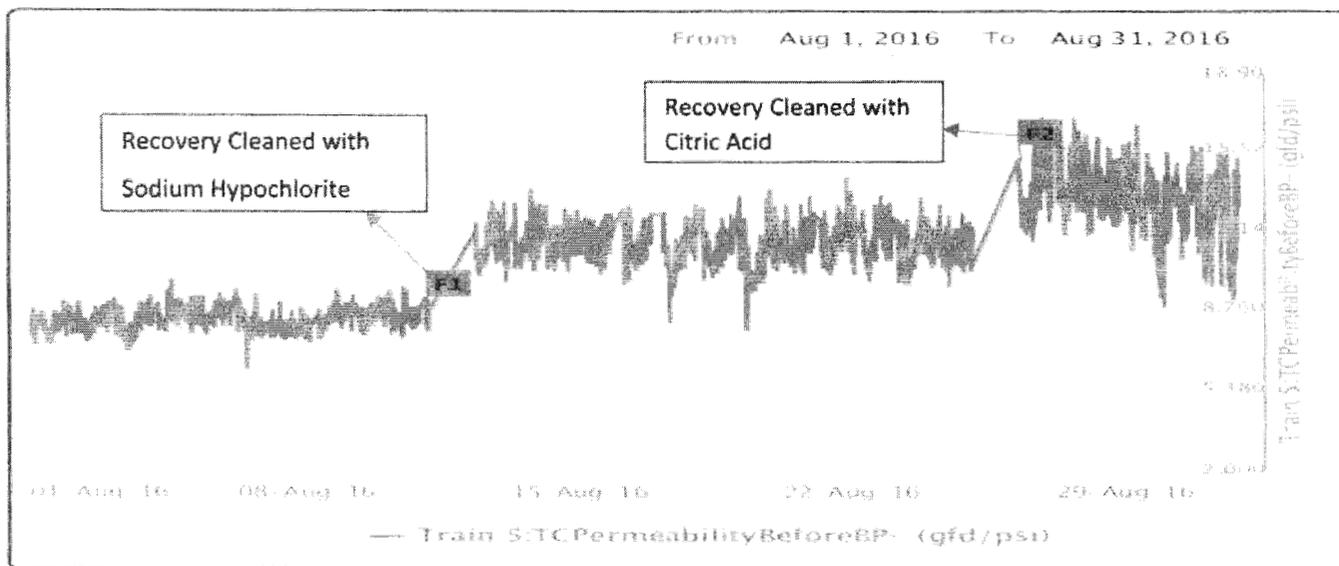
We are able to permeate at a rate that can more than meet current flow demands and produce an effluent that meets, and for many parameters, exceeds DEQ requirements. (Please refer to the permeability graph below)

Average Permeabilities for August 2016



Note: Trains that have triangle shaped markers have 500Ds cassettes. (On this graph, trains 1, 2, 6, and 7 have very similar permeabilities and as a result their trendlines overlap)

We recovery cleaned membrane train #5 with Sodium Hypochlorite on 8-11-16 and Citric Acid on 8-25-16. (Please refer to the graph below)



We observed that our membrane trains were intermittently entering into high flow mode. This would result in the trains permeating at a higher rate. We identified the cause to be the placement of the high level float in the Return Activated Sludge channel. We adjusted the height of the float, and the plant is now operating normally. To attempt to prevent a similar occurrence in the future, we created a preventative maintenance work order to check the functionality and placement of the RAS channel floats. When the trains were permeating at a high flow rate, initiated by the high level float tripping, the following conditions were observed and reported to the Department of Environmental Quality (DEQ): small amounts of foam came out of the top of the manhole positioned in between the permeate header and the Ultra Violet (UV) channel, and the modules in the UV channel flooded and tripped out. We were able to get the UV modules back up and running within hours of observing that they had flooded. We sampled our effluent during the time the UV modules were not in operation and the fecal counts were <1 count/100mls, which is well within our permit limit. The foam we observed at the manhole is normally present, but usually contained within the manhole. The DEQ was pleased with the prompt reporting of these observations, and with knowing we are working to eliminate these vulnerabilities. However, on 9-13-16 our regulator contacted us (after consulting his supervisor) and asked that we complete an SSO in relation to the UV modules being out of service, and notify the health department and the public. We have complied with this request.

We reviewed the punch list for the new TBA controls with Windemuller. We verified that the pumps operated as they should, and the alarming was fully functional. We will be installing the new pumps in the coming months. (CIP #892)

Synagro hauled a total of 1,641,072 gallons of biosolids in August. They are scheduled to be for another haul in October.

Maintenance

We replaced train #6's level transmitter.

The outlet gate on train #2 failed. We were able to perform a temporary repair to allow us to continue normal operation of this train until the gate can be replaced.

We replaced the doctor blade on the Gravity Belt Concentrator (GBC).

We repaired the sump pump for the GBC.

We replaced one of the input cards for the GBC's Programmable Logic Controller (PLC).

We repaired the flight chains in primary tank 4 north.

We repaired the piston pump.

Topline installed new soft starts for Scour blowers A and C.

We replaced the floats in the west US Filter polymer tank.

TCRWWTP Items of Importance		
TCRWWTP Action Items	Status	Estimated Total Cost
Membrane Replacement (890)	The City has decided to replace 1 train of membranes per year until all 8 trains are replaced. We recommend budgeting to replace trains at 8yrs of life. 4 trains replaced 4 more trains remain	800,000/train(updated per GE's 2016 proposal)
Comma Shaped Gram Positive Bacteria(CSGPB)	The University of Michigan's study of the comma shaped Gram positive bacteria is underway.	\$125,000
Primary Header	The primary header, or piping that conducts the waste stream from the grit chambers to the facility's primary tanks, is in need of replacement. CH2M included in City's capital improvements for 2016/2017. (#902)	\$500,000(updated per first engineering firm proposal-looking for less expensive options)
Digester Condition Assessment and Reconditioning	Digesters #3 and #4 have been in service since 1959. CH2M recommends a condition assessment and related reconditioning for each digester within the next three years. CH2M included this recommendation in the City's capital improvement plan. (#966 Condition Assessment, and #948 Reconditioning) CH2M obtained two bid responses to our digester #3 condition assessment Request for Proposal. We chose the low bid.	\$125,000/Digester
TBA Lift Station Pumps, Controls, Pump pit needs reconditioning.	Contractors have installed the new control panel, and the pump pit has been relined as of 7-11-16. CH2M reviewed the punch list for the controls with the contractor. Pumps and alarms are operating as they should.(Capital Improvement #892)	\$75,000
The Membrane Gates need Replacing	Eight membrane gates and two aeration basin gates replaced as of Spring 2016. 8 additional membrane gates to replace.	\$44,874/ 4 gates installed
Front Street Lift Station and Main Plant Programmable Logic Controls (PLC)5 Upgrade	Front Street and the Main plant both have a PLC 5 that is obsolete and as a result difficult to support. CH2M recommends the replacement of both PLC 5s in the City's 2016/2017 capital improvement plan. (#899)	\$152,640
3-Archimedes Screw Pumps need to be Upgraded, and Trough Reconditioned-Screws are failing and troughs need to be recoated.	CH2M recommends replacing 1 screw/yr. until the screws have been replaced, and reconditioning the troughs at the same time. (Capital Improvement #893) The new screw body has been received. The City Commission has approved the change order for addressing the deteriorated trough walls. CH2M is scheduling the work to begin ASAP.	\$410,000/Screw Pump
West SST needs a new Bio-solids pump	The plant is required to have a pump that can fill hauling trucks at a certain rate, and the piston pump that is currently in use has been in place since the 70's and fails often. CH2M recommends replacing the current West SST piston pump with a new pump. This recommendation is included in the City's 6 year capital Improvement Plan.(Capital Improvement #894)	\$104,411

IPP

The DEQ will be performing an IPP audit in September.

We began distributing Industrial Users Surveys to all industrial users. This is a means of ensuring our information is up to date and accurate.

Based on the results of the annual sampling and analysis of the outfalls of the Categorical Industrial User and Significant Industrial Users (SIUs), Munson Medical Center (a SIU) was in non-compliance for pH and Total Suspended Solids (TSS) at Outfall-003. As a result of this non-compliance, Munson Medical Center was issued a Notice of Violation. We met with Munson Medical Center on September 1st to discuss their non-compliance. They have ordered more testing and are revisiting their plan to replace the grease interceptor.

Copper Falls has completed the required modifications to their inspection manhole.

In response to a sewer plug near Grand Traverse Commons earlier this summer, we pulled multiple inspection manholes in that area looking for traces of a high grease discharge. The source of the plug was not made evident through our efforts thus far.

We inspected the discharge from the Grand Traverse Distillery and found nothing out of the ordinary.

We responded to a sewer backup at The Hotel Indigo. Upon inspection, we found that the installation of the inspection manhole was not completed properly. We informed the hotel management, who in turn, hired a contractor that has since properly completed the installation.

We performed a short notice inspection at Munson Support Services.

We performed a short notice inspection at Hillshire Brands (Tyson Foods).

GTCSF ITEMS OF IMPORTANCE		
GTSF Action Items	Status	Estimated Cost
Bio-Filter Media Replacement	Completed	
ATAD Tank Cleaning	Completed	
Pump Pulling Capabilities Needed	Completed	
SNDR Pump Seal is Leaking-2016	New pump purchase approved by BPW/recieved-CH2M to install when high temperature alarm has been installed- Completed	
Pumps are Aging-2016,2018,2020	Pump Replacement Included in 5 Year Capital Improvement plan for Post Equalization basin, Influent Equalization basin, and both lift stations. CH2M is scheduled to replace the Post Equalization Pumps in 2016. CH2M included the addition of grit removal in 5 year capital plan. (feasibility study needed)	\$7,500/pump
Modification to Foul Air-2017	CH2M recommends the following modifications be made to the foul air system: connect Post EQ to system, and redirect ATAD foul air to SNDR tank. This project is included in the Capital improvement plan.	\$30,000
Grit Removal -2018	CH2M included the addition of grit removal in 5 year capital plan. (feasibility study needed)	TBD
Fine Screens Modification Needed to remove rags and not impede forward flow-2018	CH2M has developed a modification strategy/included in 5 yr. capital plan	\$18,000
Rock Trap for Grease Pump-Needed to protect pump from large debris-2018	CH2M developed a plan for installing a Rock Trap in the suction line of the Grease pump, and provided a rough budgeting number included in the 5 yr.	\$18,000
Bio-solids Load Out Pipe Needed-2020	CH2M recommends a sludge Load out pipe be installed so semis can be loaded with bio- solids from outside the building. CH2M included this recommendation in the 5yr Capital Improvement Plan.	\$7,500
Sludge Storage Capacity-2020	CH2M recommends a feasibility Study be done on the expansion of Sludge Storage. This recommendation was included in the 5yr Capital Improvement Plan.	TBD

GTSF Reoccurring Projects		
Project	Frequency	Estimated Cost
Bio-Filter Media Replacement	Work completed in 2014 and should be budgeted for on a 7 year basis.	\$130,000
ATAD Tank Cleaning	Completed in 2015 and should be budgeted for every 7 years.	\$46,000
Grit Removal	Cleaning of the Unloading Bay Rock Traps and floor drains as needed.-	\$1,200 each cleaning-estimated \$14,400/year
	Annual Cleaning of the Influent Equalization Basin	\$36,000
	Annual Cleaning of the Post Equalization Basin (note 2016 is the first year this tank will be cleaned out, it maybe that this tank needs to be cleaned out every 5 years, but for budgeting purposes I would count on every year)	\$10,000
MBR Tanks Cleaned	First to be done in 2017	TBD

Operations

The daily average effluent BOD loading for the month of August was 27.4 lbs. /day.

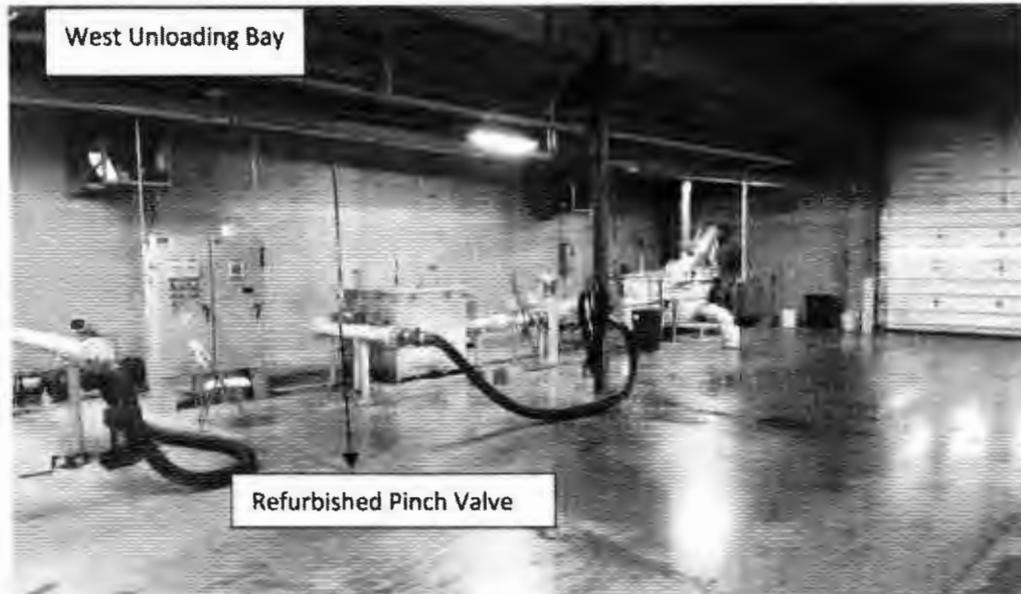
Synagro completed a biosolids haul. In total, they hauled 220,052 gallons.

PCS cleaned the unloading bay rock traps and grease traps on July 28th and September 8th

We observed the average unloading time for the haulers in August to be 15.0 minutes, with an average unloading rate of 187 gallons/minute. The pictures below depict the general condition of the unloading bays. The bays are cleaned a minimum of twice a day.

Unloading Bays (8-12-16)





Maintenance

- Traverse Bay Roofing repaired the roofs of the ATAD, thickener, and unloading bay buildings.
- We refurbished the West Unloading Bay Pinch Valve. (Refer to the picture above of the West Unloading Bay)
- We installed repaired ATAD blower #2.
- Topline started the process of installing the thermal overloads on the pumps in the ATAD basement.
- We replaced all the pressure gauges on the ATAD pumps.

Other

Below is a table of projects CH2M recommends. Items within the table are subject to change as the needs of the Septage Facility shift and priorities are adjusted. John Divozzo and CH2M continue to work together to prioritize the facility's needs. The Grand Traverse Board of Public Works approved the Post Equalization Tank cleaning, and the Post Equalization pump replacement project. This table has been updated as of September 2016.

Capital Improvement Recommendations-Listed in Order of Importance

Contract Year	Project	Estimated Cost
2016	Post Equalization Tank Cleaning-Scheduled for October 24th, 2016	\$40,000
2016	Sludge Storage Pump Repair (original estimate \$20,000)	\$14,696
2016	Two Post Equalization Pumps Replaced-BPW approved project CH2M to install pumps before winter 2016	\$25,000
2017	Modify Foul Air System	\$30,000
	-Connect Post EQ to system	
	-Redirect ATAD foul air to SNDR tank	
2017	MBR Tank Cleaning	TBD
2018	Modify Fine Screens and Compactor	\$18,000
2018	Grit Removal Feasibility Study	\$12,000
2018	Grit Removal System Added (Requires Feasibility Study)	TBD
2018	Replace four Lift Station/EQ Tank Submersible Pumps	\$28,000
2018	Install Rock Trap on Grease Load Out Line	\$18,000
2019	Replace East & West Load Out Rock Traps	\$65,000
2019	Sludge Storage Feasibility Study	\$10,000
2020	Sludge Load Out Line	\$7,500
2020	Replace two Lift Station/EQ Tank Submersible Pumps	\$14,000
2020	Sludge Storage Expansion	TBD
2021	Generator Electrical Configuration Evaluation	
2021	Blowers 1,2,3 inspected and worked on	

Traverse City WWTP DMR Summary

August 2016

No Discharge

Parameter		Quantity or Loading		Units	Quality or Concentration			Units	Sample Freq	Sample Type
Flow 50050 Final Effluent (1)	Sample Measurement	5,128	5,672	MGD	****	***	****	****	Daily	Report Total Daily Flow
	Permit Requirement	(Report) Maximum Monthly Average	(Report) Maximum Daily		****	****	****		Daily	Report Total Daily Flow
Total Suspended Solids 00530 Prior to Disinfection (B)	Sample Measurement	<47	<45	lbs/day	****	<1	<1	mg/L	3X Weekly	24-Hr Composite
	Permit Requirement	2100 Maximum Monthly Average	3000 Maximum 7-Day Average		****	30 Maximum Monthly Average	45 Maximum 7-Day Average		3X Weekly	24-Hr Composite
Carbonaceous Biochemical Oxygen Demand (CBOD5) 80082 Prior to Disinfection (B)	Sample Measurement	<86	<90	lbs/day	****	<2	<2	mg/L	3X Weekly	24-Hr Composite
	Permit Requirement	1800 Maximum Monthly Average	2800 Maximum 7-Day Average		****	25 Maximum Monthly Average	40 Maximum 7-Day Average		3X Weekly	24-Hr Composite
Ammonia Nitrogen (as N) 00610 Prior to Disinfection (B)	Sample Measurement	6	31	lbs/day	****	0	1	mg/L	3X Weekly	24-Hr Composite
	Permit Requirement	780 Maximum Monthly Average	(Report) Maximum Daily		****	11 Maximum Monthly Average	(Report) Maximum Daily		3X Weekly	24-Hr Composite
Total Phosphorus (as P) 00665 Prior to Disinfection (B)	Sample Measurement	12	21	lbs/day	****	0.3	0.5	mg/L	3X Weekly	24-Hr Composite
	Permit Requirement	36 Maximum Monthly Average	(Report) Maximum Daily		****	0.5 Maximum Monthly Average	(Report) Maximum Daily		3X Weekly	24-Hr Composite
Total Mercury 71900 Final Effluent (1)	Sample Measurement	*G	*G	lbs/day	****	*G	*G	ng/L	Quarterly	Calculation
	Permit Requirement	(Report) Maximum Monthly Average	(Report) Maximum Daily		****	(Report) Maximum Monthly Average	(Report) Maximum Daily		Quarterly	Calculation
Total Silver 01077 Prior to Disinfection (B)	Sample Measurement	<0.02	<0.02	lbs/day	****	<0.50	<0.50	ug/L	Weekly	24-Hr Composite
	Permit Requirement	0.38	(Report)		****	5.3	(Report)		Weekly	24-Hr Composite

	Requirement	Maximum Monthly Average	Maximum Daily	****	Maximum Monthly Average	Maximum Daily	Weekly	Composite
Fecal Coliform 74055	Sample Measurement	****	****	****	<1	<1	3X Weekly	Grab
Final Effluent (1)	Permit Requirement	****	****	****	200 Max Monthly Geometric Mean	400 Max 7-Day Geometric Mean	4/100ml 3X Weekly	Grab
CBODS Minimum % Removal 80091	Sample Measurement	****	****	99	****	99	Monthly	Calculation
Percent Removal (K)	Permit Requirement	****	****	85 Minimum Monthly % Removal	****	(Report) Minimum Daily % Removal	% Monthly	Calculation
Total Suspended Solids Minimum % Removal 81011	Sample Measurement	****	****	100	****	99	Monthly	Calculation
Percent Removal (K)	Permit Requirement	****	****	85 Minimum Monthly % Removal	****	(Report) Minimum Daily % Removal	% Monthly	Calculation
pH 00400	Sample Measurement	****	****	7.2	****	7.7	3X Weekly	Grab
Final Effluent (1)	Permit Requirement	****	****	6.0 Minimum Daily	****	9.0 Maximum Daily	5U 3X Weekly	Grab
Dissolved Oxygen 00300	Sample Measurement	****	****	8.1	****	****	3X Weekly	Grab
Final Effluent (1)	Permit Requirement	****	****	6.0 Minimum Daily	****	****	mg/L 3X Weekly	Grab

General Report Comments

Mercury wasn't required for analysis this reporting period *G code was entered on the first day of the month for all Mercury columns.

Traverse City Regional Waste Water Treatment Plant-Financial Summary 2016-2017

EXPENSE CATEGORY	Aug-16			Year End			
	Budget	Actuals	Variance	Budget	YTD Total	Forecast	Variance
CHEMICALS	\$ 16,936.91	\$ -	\$ 16,936.91	\$ 203,242.96	\$ 193.80	\$ 169,562.93	\$ 33,680.03
CLIENT PLANT & EQUIP	\$ 10,416.67	\$ 14,498.60	\$ (4,081.93)	\$ 125,000.00	\$ 17,127.02	\$ 121,293.69	\$ 3,706.31
DUES AND SUBSCRIPTIONS	\$ 62.50	\$ -	\$ 62.50	\$ 750.00	\$ -	\$ 625.00	\$ 125.00
EDUCATION, TRAINING, MEETINGS	\$ 391.67	\$ 1,105.93	\$ (714.26)	\$ 7,700.00	\$ 1,971.93	\$ 5,888.60	\$ 1,811.40
ELECTRICITY	\$ 40,400.00	\$ 3,543.17	\$ 36,856.83	\$ 484,800.00	\$ 3,543.17	\$ 407,543.17	\$ 77,256.83
EMPLOYEE EXPENSE	\$ 789.21	\$ 3,326.48	\$ (2,537.27)	\$ 9,470.55	\$ 3,354.04	\$ 11,246.17	
INSURANCE	\$ 3,044.66	\$ 2,752.53	\$ 292.13	\$ 36,535.95	\$ 3,471.87	\$ 33,918.49	\$ 2,617.45
LABOR	\$ 72,857.16	\$ 67,381.12	\$ 5,476.04	\$ 858,148.07	\$ 129,769.08	\$ 842,202.82	\$ 15,945.25
OPERATING EXPENSES	\$ 10,722.90	\$ 10,405.68	\$ 317.22	\$ 135,587.17	\$ 16,989.83	\$ 129,231.21	\$ 6,355.96
OUTSIDE SERVICES	\$ 7,643.08	\$ 1,535.10	\$ 6,107.98	\$ 91,717.00	\$ 1,535.10	\$ 77,965.93	\$ 13,751.07
SOLIDS HANDLING	\$ 700.00	\$ 41,719.20	\$ (41,019.20)	\$ 173,433.00	\$ 53,169.20	\$ 225,202.20	
SUPPLIES	\$ 916.67	\$ 258.40	\$ 658.27	\$ 11,000.00	\$ 774.85	\$ 9,941.52	\$ 1,058.48
TELECOMMUNICATIONS	\$ 850.00	\$ 1,807.85	\$ (957.85)	\$ 10,200.00	\$ 1,947.85	\$ 10,447.85	
TRAVEL COSTS	\$ 9,341.01	\$ 1,251.09	\$ 8,089.92	\$ 26,842.08	\$ 3,479.90	\$ 19,389.97	\$ 7,452.11
UTILITIES-OPERATIONS	\$ 1,212.50	\$ 290.91	\$ 921.59	\$ 14,550.00	\$ 290.91	\$ 12,415.91	\$ 2,134.09
TOTALS	\$ 176,284.94	\$ 149,876.06	\$ 26,408.88	\$ 2,188,976.78	\$ 237,618.55	\$ 2,076,875.45	\$ 112,101.33

August Repair Expenses Over \$2,000		
Windemuller	Installed Ground Fault Interrupter for 2 Aeration Basin Mixers	\$2,544
Forberg Scientific	Spare Level Transducer for Membrane Trains	\$2,267.15

Grand Traverse County Septage Facility-Financial Summary 2016-2017

EXPENSE CATEGORY	Aug-16			Year End			
	Budget	Actuals	Variance	Budget	YTD Total	Forecast	Variance
CHEMICALS	\$ 276.30	\$ -	\$ 276.30	\$ 3,315.60	\$ 822.38	\$ 3,585.38	
CLIENT PLANT & EQUIP	\$ 833.33	\$ 8,928.69	\$ (8,095.36)	\$ 10,000.00	\$ 8,928.69	\$ 17,262.02	
DUES AND SUBSCRIPTIONS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EDUCATION, TRAINING, MEETINGS	\$ 4.58	\$ -	\$ 4.58	\$ 55.00	\$ -	\$ 45.83	\$ 9.17
ELECTRICITY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EMPLOYEE EXPENSE	\$ 65.23	\$ 209.12	\$ (143.89)	\$ 782.75	\$ 209.12	\$ 861.41	\$ (78.66)
INSURANCE	\$ 310.94	\$ 240.23	\$ 70.71	\$ 3,731.23	\$ 327.83	\$ 3,437.19	\$ 294.04
LABOR	\$ 10,406.58	\$ 9,252.17	\$ 1,154.41	\$ 122,529.08	\$ 16,428.21	\$ 118,144.13	\$ 4,384.95
OPERATING EXPENSES	\$ 895.84	\$ 4,374.28	\$ (3,478.44)	\$ 10,648.06	\$ 4,741.12	\$ 13,597.50	
OUTSIDE SERVICES	\$ 4,416.67	\$ -	\$ 4,416.67	\$ 53,000.00	\$ -	\$ 44,166.67	\$ 8,833.33
SOLIDS HANDLING	\$ 2,772.50	\$ 2,120.00	\$ 652.50	\$ 33,270.00	\$ 4,240.00	\$ 31,965.00	\$ 1,305.00
SUPPLIES	\$ 75.00	\$ -	\$ 75.00	\$ 900.00	\$ 35.15	\$ 785.15	\$ 114.85
TELECOMMUNICATIONS	\$ 96.00	\$ 208.16	\$ (112.16)	\$ 1,152.00	\$ 208.16	\$ 1,168.16	\$ (16.16)
TRAVEL COSTS	\$ 79.17	\$ 61.56	\$ 17.61	\$ 950.00	\$ 61.56	\$ 853.23	\$ 96.77
UTILITIES-OPERATIONS	\$ 15.63	\$ -	\$ 15.63	\$ 187.50	\$ -	\$ 156.25	\$ 31.25
TOTALS	\$ 20,247.76	\$ 25,394.21	\$ (5,146.45)	\$ 240,521.22	\$ 36,002.22	\$ 236,027.93	\$ 4,493.29

August Repair Expenses Over \$2,000		
Windemuller	Install Replacement PLC Input Card for RDT Control Panel	\$4,957.50

Township and City Loadings 2016-2017

* We have no BOD data for Blair Township. Loadings are calculated using plant influent BOD as a surrogate for Blair Twp BOD concentration.

		Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17
BOD Loadings in pounds per day	Blair	42	0	0	0	0	0	0	0	0	0	0	0
	Garfield Twp	3259	0	0	0	0	0	0	0	0	0	0	0
	Elmwood Twp	488	0	0	0	0	0	0	0	0	0	0	0
	East Bay Twp	677	0	0	0	0	0	0	0	0	0	0	0
	Acme Twp	548	0	0	0	0	0	0	0	0	0	0	0
	Peninsula Twp	76	0	0	0	0	0	0	0	0	0	0	0
	Septage	27	0	0	0	0	0	0	0	0	0	0	0
	City	3778	0	0	0	0	0	0	0	0	0	0	0
	Total	8895	0										

Flow values used in loading calculations for the Townships were provided by the County, and the same as the flow values the County sends to the City.

Concentrations (mg/L) Used to Calculate Loadings 2016-2017

		Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17
Average BOD Concentration	Plant	208	0	0	0	0	0	0	0	0	0	0	0
	Garf 1 Lift Station	244	0	0	0	0	0	0	0	0	0	0	0
	Garf US 31 meter	366	0	0	0	0	0	0	0	0	0	0	0
	Garf 6th St meter	163	0	0	0	0	0	0	0	0	0	0	0
	Elmwood LS	257	0	0	0	0	0	0	0	0	0	0	0
	East Bay LS	255	0	0	0	0	0	0	0	0	0	0	0
	Bunker Hill	208	0	0	0	0	0	0	0	0	0	0	0
	Acme	242	0	0	0	0	0	0	0	0	0	0	0
	Peninsula LS	154	0	0	0	0	0	0	0	0	0	0	0

Grand Traverse Septage Facility Loadings (lbs/day) 2016-2017

	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17
Septage	27	0	0	0	0	7	0	0	0	0	0	0

The BOD concentrations reported above are for each separate sample collection site within Grand Traverse County. These are the concentrations used in the calculations of Township loadings.

2015-2016 Flow Report (Starting March 2016)

Party	Flow Limit (gallons/day)	March Average Daily Flows (gallons/day)	April Average Daily Flows (gallons/day)	May Average Daily Flows (gallons/day)	June Average Daily Flows (gallons/day)	July Average Daily Flows (gallons/day)
Traverse City	5,100,000	2,345,396	2,823,912	2,381,502	2,419,130	2,520,596
Garfield Township (Includes Blair and the Septage Facility)	1,894,900	1,345,408	1,331,893	1,373,823	1,372,117	1,443,287
Acme Township	655,350	220,444	252,680	258,440	261,530	300,932
East Bay Township	650,800	496,443	472,220	482,237	519,615	576,069
Elmwood Township	328,100	233,097	246,000	229,290	216,567	227,586
Peninsula Township	170,850	57,666	56,172	58,159	55,174	59,143
Total	8,500,000	4,698,451	5,182,867	4,763,451	4,844,133	5,127,613

Note: Flow Values were derived by using flow totals reported by the County and dividing those totals by the number of days in the between meter readings. Peninsula's flow total reported is the sum of Peninsula #1 and Peninsula #2. Garfield's flow total, as noted above, is the sum of all five metered locations within Garfield township. (Garfield #1, Garfield-Meijer, Garfield-6th St, Blair-deduct, and the Septage Facility- deduct.) Traverse City's flow is derived by subtracting the Township's monthly flows for the TCRWWTP's monthly total flow, and then dividing by the number of days in the month.