

# TRAVERSE CITY PLANNING COMMISSION REGULAR MEETING

TUESDAY, January 5, 2016

7:30 P.M.

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

Posted: 12/31/15

## AGENDA

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, T.D.D., 922-4766, has been designated to coordinate compliance with the non-discrimination requirements. 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.

Planning Commission  
c/o Russell Soyring, Planning Director  
400 Boardman Avenue, Traverse City, MI 49684  
231-922-4778

1. CALL MEETING TO ORDER

2. ROLL CALL

3. ANNOUNCEMENTS

4. ELECTION OF OFFICERS

- A. Chairperson
- B. Vice-chairperson
- C. Secretary

5. 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 be placed elsewhere on the agenda for full discussion. 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. December 1, 2015 Regular Meeting, December 15, 2015 Joint Study Session and December 15, 2015 Study Session minutes (Approval recommended)
- B. Reappointment of Planning Director's Designee as the Recording Secretary for the City of Traverse City Planning Commission (Approval recommended)

**6. OLD BUSINESS**

- A. Appointments to the Board of Zoning Appeals and Master Plan Review Committee (Action requested)

**7. NEW BUSINESS**

- A. Annual Report (Review and Acceptance)
- B. Planning Commission Goals (Review and Discussion)

**8. CORRESPONDENCE**

- A. Garland/Union Street Project letter

**9. REPORTS**

- A. City Commission - Commissioners Richardson and Howe
- B. Board of Zoning Appeals - Vacant
- C. Grand Traverse Commons Joint Planning Commission - Commissioners Serratelli and Warren
- D. Arts Commission- Commissioner Warren
- E. Planning Commission
  - 1. Master Plan Review Committee—Commissioner Dow (2 vacancies)
  - 2. Parking Regulation Committee- Commissioner Serratelli
- F. Planning Department—Mr. Soyring
  - 1. Traverse City Place Plan Committee- Commissioner Koebert
  - 2. Public Engagement Plan Committee- Commissioners Dow, Koebert and Fleshman
  - 3. Community Development/Economic Development- Mr. Soyring

**10. PUBLIC COMMENT**

**11. ADJOURNMENT**

# PLANNING COMMISSION BYLAWS

## TRAVERSE CITY PLANNING COMMISSION

(Adopted December 13, 1988)  
(Revised December 6, 1994)  
(Revised August 9, 1995)  
(Revised January 19, 2000)  
(Revised August 23, 2000)  
(Revised June 6, 2007)  
(Revised May 7, 2008)  
(Revised January 7, 2009)  
(Revised September 9, 2009)  
(Revised November 1, 2011)  
(Revised November 25, 2013)  
(Revised February 21, 2014)  
(Revised October 22, 2014)

### **PURPOSE:**

These Planning Commission Bylaws are adopted pursuant to the Traverse City Code to acquaint the people of Traverse City and persons appearing before the Commission with the operation of the Commission so that matters coming before this body can be handled in an understanding, prompt and efficient manner.

### **I. AUTHORITY AND JURISDICTION:**

The City Planning Commission derives its authority from the City Charter Section 160, which states The City Commission shall by ordinance establish and maintain a City Planning Commission having the powers and duties prescribed by State law; and the Traverse City Code (Chapter 1220). That these laws state that the City Planning Commission shall have the powers and duties authorized and directed by the City Charter, the Michigan Zoning Enabling Act of P.A. 12 of 2008 as amended, and the Michigan Planning Enabling Act of P.A. 33 of 2008 as amended. This section also provides for establishing the membership of the Commission, the meetings of the Commission and grants the authority to the Commission to adopt rules and procedures for the conduct of their business.

### **II. OFFICERS:**

A. A Chairperson, Vice-Chairperson and Secretary shall be elected by majority vote of the members of the Commission every year at the first regular meeting in the month of January.

Such other officers as are deemed necessary and advisable for the conduct of business shall be appointed as required and provided for by the Commission.

B. The Chairperson shall preside at all meetings and shall appoint such committees as may be authorized by the Commission, and be an ex-officio member of such committees.

The Chairperson, subject to these rules, shall decide all points of order or procedure, subject to appeal by a member of the Commission, which shall be determined by a majority of the members of the Commission present. In the event an appeal is taken by any member from the ruling of the presiding officer, the Commissioner desiring to appeal shall state that a claim of appeal is being taken and shall state briefly what in that Commissioner's opinion the ruling should have been. If this appeal is seconded, the recording secretary shall state clearly the question at issue, and then shall call for the vote of the Commission on the question: "Shall the decision of the presiding officer be sustained?" Such decision shall be final and shall be binding on the presiding officer.

- C. The Vice-Chairperson shall preside and exercise all of the duties of the Chairperson in his or her absence. Should neither the Chairperson, nor the Vice-Chairperson be present at a meeting, a temporary Chairperson shall be elected by a majority of the members present.
- D. The Secretary shall record the meeting minutes.
- E. In the event that an officer shall leave the Commission before the expiration of his or her term, an individual shall be appointed to the vacancy in the same manner for Planning Commission appointments as defined by City ordinance

### **III. MEETINGS:**

- A. All Commission meetings shall be open to the public.
- B. The regular meetings of the Commission shall be held on the first Tuesday of each month, except when such Tuesday falls on a legal holiday or conflicts with the City Commission meeting schedule.
- C. A special meeting of the Commission may be called by the Planning Director, Chairperson, the Vice-Chairperson in the event the Chairperson is out of town, or any three members of the Commission. Each member of the Commission must receive at least eighteen (18) hours notice as to the time, place and purpose of the meeting in writing, delivered or served personally at his or her usual place of residence, except that the announcement of a special meeting at a time at which all members are present shall be sufficient notice of such meeting. In the event a request to call a Special Meeting is initiated by a member of the Commission other than the Chairperson, or Vice-Chairperson in the event the Chairperson is out of town, the initiating Commissioner shall submit a written request to the Planning Director requesting the Special Meeting. The request shall contain the item(s) to be considered. The Planning Director shall then forward the request within two business days to the Commission and request if there are two (2) additional Commissioners who would like to call the Special Meeting; and any Commissioner who would like to join in making the request shall respond directly to the Planning Director.

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

**TUESDAY, DECEMBER 1, 2015**  
**7:30 P.M.**

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

**PRESENT:** Commissioners Michael Dow, Linda Koebert, Ross Richardson, Jim Tuller, Jan Warren and Camille Weatherholt  
**ABSENT:** Commissioners Janet Fleshman, Gary Howe and Chairperson John Serratelli  
**STAFF PRESENT:** Russ Soyring, Planning Director; Missy Luick, Planning and Engineering Assistant

1. **CALL MEETING TO ORDER-** Secretary Warren called the meeting to order at 7:30 p.m.
2. **ROLL CALL**
3. **ANNOUNCEMENTS-** Secretary Warren welcomed new Commissioners Jim Tuller and Camille Weatherholt to the Planning Commission and welcomed back Commissioner Ross Richardson who previously served on the Planning Commission.

Secretary Warren recognized and thanked four outgoing Planning Commissioners for their service:

- Jody Bergman served since 2001 on the Planning Commission and served as both chair and vice chair during her tenure on the Planning Commission. She also served on the Board of Zoning Appeals
- Jeanine Easterday served since 2005 on the Planning Commission, served on the Board of Zoning Appeals as well as on the City Commission
- Bill Twietmeyer served since 2008 as the administrative official on the Planning Commission
- Tim Werner served since 2012 on the Planning Commission and also serves on the City Commission

4. **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 be placed elsewhere on the agenda for full discussion. 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. November 3, 2015 regular meeting minutes (Approval recommended)
- B. Item removed and placed on the agenda under 6D

Motion by Commissioner Dow, second by Commissioner Richardson, to approve the Consent Calendar as amended.

Motion carried 6-0 (Commissioners Fleshman, Howe and Serratelli absent).

**5. OLD BUSINESS**

- A. West Front Street- Form Based Code (Discussion)

Mr. Soyring introduced the topic. The City applied for a grant from the Michigan Municipal League for a Place Plan project grant for West Front Street and we were successful. The project is broken into two segments. One segment is regarding the "City Lot" project on Oak/W. Front Street and the other segment is to develop a form based code for West Front Street from the Boardman River to Division Street.

Mr. Soyring explained further that the draft form based code document is a very rich document that will take a considerable amount of time for the Planning Commission to review. Mr. Soyring stated, for those who may be concerned that the zoning may be changed quickly due to this plan, he assured that it will take several meetings as well as public hearings before any changes, if desired, will be made. He added, this is just the beginning of a dialogue regarding form based code.

Mark Miller of Nederveld presented the draft Form Based Code document.

Commission discussion.

Planning Commissioners requested examples of communities who have instituted form based code to look up as examples. Mr. Miller will provide the requested information to the Commission.

Mr. Soyring indicated that on January 12, the Planning Commission will hold a special meeting to discuss the City Lot project and form based code. We will invite members of the City Commission, Downtown Development Authority, and Downtown Traverse City Association to the meeting.

**6. NEW BUSINESS**

- A. Public Hearing to consider an amendment to the Traverse City Code of Ordinances Special Land Use Regulations Section 1364.08, *Special Land Use Permits Granted by*

*the City Commission*, regarding increasing the impervious surface allowed for schools. (Action requested)

Mr. Soyring introduced and explained the amendment.

Commission discussion.

The Public Hearing was opened.

The following made public comment during the Public Hearing:

- John Nelson, 4022 Incochee Crest Commons, made comments in opposition
- Ann Rogers, 1236 Peninsula Drive, made comments in opposition
- Scott Jozwiak, 13300 S W Bay Shore Drive, made general comments
- Joel Myler, 403 6<sup>th</sup> Street, made comments in support
- Pat Heintz, city business owner, made comments in support

The Public Hearing was closed.

Commission discussion.

Scott Jozwiak addressed the Commission.

Motion by Commissioner Dow, second by Commissioner Koebert, that the amendment to the Traverse City Code of Ordinances, Special Land Use Regulations Chapter, Section 1364.08, *Special Land Use Permits Granted by the City Commission*, regarding increasing the impervious surface limit for schools be recommended to the City Commission for adoption.

Motion carried 4-2 (Commissioners Richardson and Weatherholt opposed, Commissioners Fleshman, Howe and Serratelli absent).

- B.** Consideration of a request by Grand Traverse Area Catholic Schools to vacate Vine Street from a point 280' south of Randolph to Second Street, vacate Second Street from Cedar Street to Vine Street and grant a new right-of-way along the north property line of the campus connecting Vine to Cedar Streets (Action requested)

Scott Jozwiak presented the request to the Commission.

Commission discussion.

The following individuals addressed the Commission on the topic:

- Geoff Strait, 515 Highland Park Drive, made general comments
- Mike Buell, GTACS superintendent, made general comments

Motion by Commission Koeber, second by Commissioner Dow, that the request from Grand Traverse Area Catholic Schools, to vacate a portion of Vine Street and Second Street as requested by the applicant in their submittal provided any and all utility easements and associated costs with the relocation of the utilities and are borne by the applicant be hereby approved by the Planning Commission and such recommendation be forwarded to the City Commission for their consideration.

Motion carried 6-0 (Commissioners Fleshman, Howe and Serratelli absent).

- C.** Appointments to the Board of Zoning Appeals and Master Plan Review Committee (Action requested)

The Commission deferred action until the January 5, 2016 meeting on this topic.

- D.** Consideration of a Site Plan Review request by Erik Falconer, Pine Street Development One, LLC for the parcel commonly known as 305 W. Front Street (Approval recommended)

Mr. Soyring clarified that this item is on the agenda again due to incorrect motion language included in the packet materials on November 3, 2015. The Site Plan was approved on November 3; however, the motion wording was incorrect. Therefore, it is back on the agenda for consideration and the correct motion language for approval is included in the memo.

Doug Mansfield, 830 Cottageview Drive, Mansfield Land Use Consultants, representing the owner, addressed the Commission.

Commission discussion.

The following individuals addressed the Commission on the topic:

- Ann Rogers, 1236 Peninsula Drive, made comments in opposition
- T. Michael Jackson, 217 Sixth Street, made comments in opposition
- Pricilla Townsend, 150 Pine Street, made comments in opposition
- Tom Mair, 612 Fifth Street, made comments in opposition
- Ellen Corkrin, 150 Pine Street, made comments in opposition
- Brenda Quick, 542 Fifth Street, made comments in opposition
- Dave Petrol, 9988 Riley Road, Interlochen, made comments in opposition
- Deni Scrudato, 422 E. State Street, made comments in opposition

- Joe Quandt, legal counsel representing the applicant, made general comments
- Geoff Strait, 515 Highland Park Drive, made comments in support
- Jeffrey Turner, 150 Pine Street, made comments in opposition
- Al Quick, 542 Fifth Street, made comments in opposition
- Judy Nelson, 429 Garfield, made comments in opposition

Commission discussion.

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

Motion carried 4-2 (Commissioners Richardson and Weatherholt opposed, Commissioners Fleshman, Howe, and Serratelli absent).

**7. CORRESPONDENCE – None.**

**8. REPORTS**

- A.** City Commission - Commissioners Richardson reported.
- B.** Board of Zoning Appeals – No report.
- C.** Grand Traverse Commons Joint Planning Commission – Commissioner Warren reported.
- D.** Arts Commission- Commissioner Warren reported.
- E.** Planning Commission
  - 1. Master Plan Review Committee—No report.
  - 2. Parking Regulation Committee- No report.
- F.** Planning Department—No report.
  - 1. Traverse City Place Plan Committee- Commissioner Koebert reported.
  - 2. Community Development/Economic Development- Mr. Soyring reported.

**9. PUBLIC COMMENT**

- Ann Rogers, 1236 Peninsula Drive, made comments regarding considering climate change in planning processes.
- Bill Kirschke, 515 Fifth Street, made comments in opposition to the proposed form based code for West Front Street.

**10. ADJOURNMENT**

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Chairperson Warren adjourned the meeting at 10:21 p.m.

Respectfully submitted,

Date: \_\_\_\_\_

\_\_\_\_\_  
Jan Warren, Secretary

**MINUTES**  
**TRAVERSE CITY PLANNING COMMISSION AND**  
**PARKS AND RECREATION COMMISSION**  
**JOINT STUDY SESSION**

TUESDAY, December 15, 2015  
6:30 P.M.  
COMMISSION CHAMBERS  
Governmental Center, 2nd Floor  
400 Boardman Avenue  
Traverse City, Michigan 49684

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

2. **ROLL CALL**

Mrs. Luick called roll for the Planning Commission.

PRESENT: Commissioners Michael Dow, Janet Fleshman, Gary Howe (arrived at 6:50 p.m.), Linda Koebert, Ross Richardson, Chairperson John Serratelli, Jim Tuller, Janice Warren (arrived at 6:39 p.m.), and Camille Weatherholt

ABSENT: None.

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

Mr. Vaughn called roll for the Parks and Recreation Commission.

PRESENT: Commissioners Brooke DiGiacomo, Gary Howe (arrived at 6:50 p.m.), Matthew Ross, Danielle Rearick and Chairperson Margaret Szajner

ABESNT: Commissioner John Gessner

STAFF: Lauren Vaughn, Parks and Recreation Superintendent

3. **ANNOUNCEMENTS-** None.

4. **DRAFT PARKS AND RECREATION 5-YEAR PLAN (DISCUSSION)**

Mr. Vaughn gave an overview of the schedule for the update to the Parks and Recreation 5-Year plan.

Mr. Vaughn distributed the draft Goals and Objectives section and briefly summarized them.

Commission discussion.

Mr. Vaughn explained the approval process of the Parks and Recreation 5-Year Plan.

**PLANNING COMMISSION AND PARKS AND RECREATION COMMISSION  
JOINT MEETING MINUTES  
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Commissioner Warren arrived at 6:39 p.m.

Commission discussion regarding possible expansion of Parks and Recreation programs took place. Demand for services estimates and park use metrics were discussed as data that may be useful. Additional discussion regarding the goals and objectives included within the draft Parks and Recreation 5-Year Plan were discussed.

Commissioner Howe arrived at 6:50 p.m.

Commission discussion included lack of available funds for park improvements. The Brown Bridge Trust Fund is now an avenue for improvements but requires a 50:50 match. Commission discussion regarding prioritizing neighborhood park improvements and a discussion regarding how particular parks are identified for improvements over others. Discussion regarding park planning and design took place and the need for "park plans" that have had public engagement/input for each park within the city.

Commission discussion regarding parking lot "parks" like Lot B (the Farmer's Market) and the parking lot next to the post office took place. The idea of possibly selling parkland and possibly acquiring parkland in underserved areas was discussed.

**5. HICKORY HILLS MASTER PLAN (DISCUSSION)**

Mr. Vaughn stated that the Hickory Hills Master Plan was presented to the City Commission on June 2, 2014. He summarized the year-round use plans for the park. The plan includes the designs of the proposed summer and winter activities. There is a Hickory Hills Advisory Committee that includes members from Preserve Hickory, Grand Traverse Ski Club, the City of Traverse City, Garfield Township and various other organizations.

Preserve Hickory is the fundraising group for improvements to Hickory Hills and they have raised \$375,000 to date toward the \$1.5 million match to acquire the \$1.5 million Brown Bridge Trust Funds monies.

Discussion regarding a business plan for Hickory Hills would be beneficial to outline the ongoing long-term maintenance costs. Likely with the improvements and expansion to a year-round facility, staffing levels would need to increase.

It was discussed that a joint meeting of both Commissions should occur once or twice a year to continue to discuss park planning.

**6. PUBLIC COMMENT-** None.

**7. ADJOURNMENT-** The meeting was adjourned at 7:29 p.m.

**PLANNING COMMISSION AND PARKS AND RECREATION COMMISSION  
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Respectfully submitted,

Date: \_\_\_\_\_

\_\_\_\_\_  
Jan Warren, Planning Commission Secretary

**MINUTES**  
**TRAVERSE CITY PLANNING COMMISSION**  
**STUDY SESSION**

**TUESDAY, December 15, 2015**

**7:30 P.M.**

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

**1. CALL MEETING TO ORDER-** Chairperson Serratelli called the meeting to order at 7:35 p.m.

**2. ROLL CALL**

Mrs. Luick called roll for the Planning Commission.

**PRESENT:** Commissioners Michael Dow, Janet Fleshman, Gary Howe, Linda Koebert, Ross Richardson, Chairperson John Serratelli, Jim Tuller, Janice Warren, and Camille Weatherholt

**ABSENT:** None.

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

**3. ANNOUNCEMENTS-** None.

**4. COSTCO INTEREST IN DEVELOPING IN TRAVERSE CITY (DISCUSSION)**

Mr. Soyring introduced the topic. The location is just east of the airport entrance on South Airport Road. The site under consideration is part of a 60 acre parcel. The Master Plan calls for this area to be a Campus area. The zoning for this area is Transportation District. Current zoning does not allow for a retail use. Costco would like to discuss possible options for developing within Traverse City with the Planning Commission.

Kevin Kline, airport director for Cherry Capital Airport, addressed the Commission.

Chuck Judson, attorney representing Cherry Capital Airport, addressed the Commission.

Ted Johnson, Costco, Director of Development, presented to the Commission.

Commission discussion.

Mr. Soyring stated that the Master Plan should be your guidance when reviewing projects. The Core Principles on pages 5-6 of the Master Plan should be reviewed. In addition, the Economic Element, Transportation Element and the Natural Resources Element should be

**PLANNING COMMISSION AND PARKS AND RECREATION COMMISSION  
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reviewed. Mr. Soyering discussed 5 options as possibilities for the Planning Commission to consider.

- 1) Rezoning to C-3
- 2) Conditional rezoning to C-3
- 3) Planned Unit Development
- 4) Text Amendment to allow more uses in the Transportation (T) District
- 5) Do nothing

Commission discussion.

Kevin Kline addressed the Commission.  
Chuck Judson addressed the Commission.

Commission discussion included a desire to plan for the entire 60 acres and not just the particular site that Costco is interested in developing.

Discussion included conditional rezoning as a possible option for the developer to pursue.

Commissioners discussed the possibility of a site visit should the project move forward.

**5. CAPITAL IMPROVEMENT PROGRAM PRIORITIZATION RESULTS (DISCUSSION)**

Mrs. Luick summarized the CIP project results.

Commission discussion.

**6. PUBLIC COMMENT- None.**

**7. ADJOURNMENT- The meeting was adjourned at 9:12 p.m.**

Respectfully submitted,

Date: \_\_\_\_\_

\_\_\_\_\_  
Jan Warren, Secretary

**TRAVERSE CITY PLANNING COMMISSION  
2015  
ANNUAL REPORT**

**ATTENDANCE**

**COMMISSIONER**

Jody Bergman  
Michael Dow  
Jeanine Easterday  
Janet Fleshman  
Gary Howe  
Linda Koebert  
Ross Richardson  
John Serratelli  
Jim Tuller  
Bill Twietmeyer  
Jan Warren  
Camille Weatherholt  
Tim Werner

**MEETINGS ATTENDED**

17 of 19 meetings (term expired 11/9/15)  
19 of 22 meetings  
13 of 19 meetings (term expired 11/3/15)  
19 of 22 meetings  
2 of 3 meetings (appointed on 11/9/15)  
19 of 22 meetings  
3 of 3 meetings (appointed on 11/9/15)  
19 of 22 meetings  
3 of 3 meetings (appointed on 11/9/15)  
15 of 19 meetings (term expired on 11/9/15)  
19 of 22 meetings  
3 of 3 meetings (appointed on 11/9/15)  
17 of 19 meetings (term expired on 11/9/15)

#	TYPE OF REQUEST	RECOMMEND APPROVAL	RECOMMEND DENIAL
	<b>ORDINANCE AMENDMENTS</b>		
1	An amendment to the Traverse City Code of Ordinances Sections 1320.07, <i>Definitions</i> ; 1332.01 Single Family Dwelling (R-1a, R-1b) District <i>Uses Allowed</i> ; 1332.07 Single Family Dwelling (R-1a, R-1b) District <i>Accessory Buildings</i> ; 1374.03 Circulation and Parking <i>Motor Vehicle Parking</i> ; and Chapter 1377 <i>Accessory Dwelling Units Overlay Districts</i> ; regarding allowing accessory dwelling units in the single-family dwelling districts with conditions	<b>2/3/15</b>	
2	An amendment to the Traverse City Code of Ordinances, General Provisions and Definitions Section 1320.07, <i>Definitions</i> ; Industrial (I) District Section 1354.01, <i>Uses Allowed</i> , regarding allowing funeral services and crematories with conditions	<b>8/4/15</b>	
3	An amendment to the Traverse City Code of Ordinances Special Land Use Regulations Section 1364.08, <i>Special Land Use Permits Granted by the City Commission</i> , regarding increasing the impervious surface allowed for schools	<b>12/1/15</b>	
	<b>CONDITIONAL REZONING</b>		
1	Request from, Doug Mansfield, Mansfield Land Use Consultants representing Traverse Development Group, to conditionally rezone the properties commonly known as 2351, 2455 and 2457 North Aero Park Court from I (Industrial District) to C-3 (Community Center District) with conditions	<b>11/3/15; Later withdrawn by applicant</b>	
	<b>REZONING</b>		
1	A rezoning request initiated by Cynthia Anderson on behalf of Bonter Properties, LLC, to rezone 314 E. Eighth Street from R-29 (Multiple Family Dwelling) District to C-2 (Neighborhood Center) District	<b>3/3/15</b>	
2	Consideration of a rezoning request initiated by Tom Krause on behalf of Robert T. Cole and Richard Laylin, to rezone 1015 Hannah Ave and 1025 Hannah Ave from R-2 (Two-Family Dwelling) District to C-2 (Neighborhood Center)	<b>3/3/15</b>	

<b>SPECIAL LAND USE PERMIT</b>		
<b>1</b>	Request by Craig Patterson on behalf Pine Street Development One, LLC for a Special Land Use Permit to allow for a taller building at 305 W. Front Street	<b>8/4/15; Later withdrawn by applicant</b>
<b>2</b>	Request by Erik Falconer, Pine Street Development One, LLC for a Special Land Use Permit to allow for a taller building at 305 W. Front Street	<b>11/3/15</b>
<b>SITE PLAN REVIEW</b>		
<b>1</b>	Request by Ted Lockwood on behalf of the Moorings, LLC for the properties commonly known as 10597 E. Traverse Highway and 13910 West Bayshore Drive for a single-family dwelling development	<b>1/6/15</b>
<b>2</b>	Request from W. Keith Owen of Owen Architects Collaborative, LLC on behalf of Federated Properties, LLC for major change to Site Plan Review 14-SPR-01 at the property commonly known as 124 W. Front Street	<b>4/7/15</b>
<b>3</b>	Request by Craig Patterson on behalf Pine Street Development One, LLC for Site Plan Review at 305 W. Front Street	<b>8/4/15; Later withdrawn by applicant</b>
<b>4</b>	Request by Erik Falconer, Pine Street Development One, LLC for Site Plan Review at 305 W. Front Street	<b>11/3/15; Admin error in motion</b>
<b>5</b>	Request by Erik Falconer, Pine Street Development One, LLC for Site Plan Review at 305 W. Front Street	<b>12/1/15</b>

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

- Approved as consistent with the Traverse City Master Plan in terms of location, extent and character:
  - Approval of Sara Hardy Farmers Market Reconstruction Project (8/4/15)

#### PRESENTATIONS/DISCUSSIONS

- Planning Commission Goals presented on 1/21/15 and accepted 2/3/15.
- Capital Improvement Program discussion (2/3/15, 2/18/15, 3/3/15) and adoption (4/7/15)
- Community Engagement strategies discussion (3/17/15)
- Review of Redevelopment Ready Communities Evaluation Report (3/17/15)
- Division Street- Review of Planning/Environmental/Linkages (PEL) Report discussion (3/17/15)
- Vegetated Roofs discussion (4/21/15)
- Review of Building Heights discussion (4/21/15)
- Funeral Home and Crematory discussion (5/19/15 and 6/16/15)
- Taller building at 305 W Front Street discussion (5/19/15)
- 2016-17 Street Projects discussion (5/19/15)
- Discussion of possibility of rezoning properties on Garfield Avenue from C-1 to C-3 (5/19/15 and 6/16/15)
- Parks and Recreation prioritization for park projects and Brown Bridge Trust Fund discussion (7/7/15)
- Discussion of possibility of rezoning 209 W 14<sup>th</sup> Street from R-9 to C-1 (7/7/15)
- Review of zoning regulations for schools discussion (9/1/15)
- Discussion of possibility of rezoning 202 E. 14<sup>th</sup> Street (9/1/15)
- Red Mill District Redevelopment Ready Communities Development Feasibility Report discussion (9/1/15)
- West Front Street (Place Plan) planning and code development discussion (9/1/15)
- Planning for resilient communities presentation and discussion (9/15/15)
- Vine Street and Second Street vacation request and preliminary site plan review for Immaculate Conception Campus discussion (9/15/15)
- Morgan Farms Planned Unit Development possible amendment request discussion (9/15/15)
- Watershed Center Grand Traverse Bay urban tree protection grant request and discussion (9/15/15)
- Review of Section 1368.03 Lot Width, Lot Area, Impervious Surface and Density Requirements discussion (10/20/15)

- West Front Street Form Based Code discussion (12/1/15)
- Draft Parks and Recreation 5-Year Plan discussion (12/15/15)
- Hickory Hills Master Plan discussion (12/15/15)
- Costco interest in developing in Traverse City presentation and discussion (12/15/15)

## **COMMITTEES**

- Planning Commission representatives on the Grand Traverse Commons Joint Planning Committee
- Planning Commission representative on the Board of Zoning Appeals
- Planning Commission representative of the Public Arts Commission
- Planning Commission representative on the staff-led TC Place Plan Committee
- Planning Commission representatives on the staff-led Public Engagement Plan Committee
- Capital Improvement Program Committee as a staff-led committee with representation from three Planning Commissioners, one of which is also a City Commissioner
- Housing Building Planning Committee as a subcommittee of the Planning Commission, dissolved on 9/1/15
- Active Transportation Committee as a subcommittee of the Planning Commission, dissolved on 9/1/15
- Master Plan Review Committee as a subcommittee of the Planning Commission
- Parking Regulation Committee as a subcommittee of the Planning Commission

## **MISCELLANEOUS**

- Planning Commission Annual Report received (1/6/15)
- Boardman River Plan accepted as general guide for the lower Boardman River area (3/3/15)
- Walking tour of 305 W. Front Street (8/3/15)
- Walking tour of West Front Street from Pine to Division and discussion of possible revised development regulations for the corridor (9/14/15)
- Nominated Cordia Senior Living redevelopment project as an Outstanding Development Project for recognition at the Grand Traverse County Planning Annual Awards Banquet
- Nominated West End Beach Trail and Access Project and Perry Hannah Statue Plaza for Placemaking Awards for recognition at the Grand Traverse County Planning Annual Awards Banquet
- Adoption of the Arts Commission Master Plan “A Public Art Program Master Plan for Traverse City” (10/6/15)
- Capital Improvement Plan Prioritizing exercise (10/20/15 and 12/15/15)
- Consideration of a request by Grand Traverse Area Catholic Schools to vacate Vine Street from a point 280’ south of Randolph to Second Street, vacate Second Street from Cedar Street to Vine Street and grant a new right-of-way along the north property line of the campus connecting Vine to Cedar Streets (12/1/15)

# Planning Commission Goals

*Accepted by the Planning Commission on X/X/16*

*The Planning Commission purpose is to prepare and adopt physical plans for the City; and review development proposals, both private and public regarding consistency with City plans.*

- **Corridors Master Plan**

A Corridors Master Plan was adopted by the City Commission in October 2013. This plan provides a framework to guide public projects and development patterns along 8<sup>th</sup> Street, 14<sup>th</sup> Street, Garfield Avenue and East/West Front Streets.

Since the adoption of the Plan, sections of West Front Street were rebuilt and a PlacePlans project is nearly complete for a four block area with design concepts for public lands. A draft form-based development ordinance is nearly complete and a soon to be released economic feasibility report for various building types will be presented on January 12.

A Michigan State Housing Development Authority grant was secured to help with the cost for a planning design charrette for seven blocks of 8<sup>th</sup> Street (Union to Barlow Streets). The charrette will produce a concept design for the rebuilding of 8<sup>th</sup> Street along with a draft form-based development.

Funding for neighborhood study for the Old Towne/West Boardman Lake area was recently approved and will commence in the very near future. This study will address the circulation system to support the preferred neighborhood design along with street connections to 8<sup>th</sup> Street.

A small planning grant will be used to coordinate capital projects along East Front Street from Park Street to Grandview Parkway.

- **Active Transportation Committee**

An Active Transportation subcommittee of the Planning Commission was formed to guide a process to create a Non-Motorized Plan and to reapply for Bicycle Friendly Community designation. A draft plan has been written and will be reviewed by planning firm that specializes in writing non-motorized plans for communities. The Committee will submit a recommended Active Transportation Plan to the Planning Commission.

- **Comprehensive Parking Plan**

A subcommittee of the Planning Commission met several times in 2015. The committee work is essentially complete. Outstanding work involves meeting with the neighborhoods in regards to residential parking permits. A report will address parking regulations, including adjusting parking maximums and minimums; shared parking and access requirements and; residential parking permits.

- **Bayfront Plan**

The Planning Commission will review proposed public projects for the waterfront for consistency with the Master Plan in terms of location, extent and character. The Planning Commission will rely on the Traverse City Bayfront 2010 (campus plan) to guide decisions. Project review for each implementation phase will be brought before the Planning Commission for review. Construction drawings for a public pier are complete. Prior to the City applying for Army Corp and DEQ permits for the pier the Planning Commission will need to determine if the pier project is consistent with the 2010 Bayfront Plan.

- **Boardman River Plan**

The Planning Commission formally accepted The [Boardman River Plan](#) as a general guide for the lower reach of Boardman River. A draft Boardman River Prosperity Plan currently does not include river projects downstream of the Union Street Dam. This plan is under review and the revisions will likely to include projects for the lower reach of the river to the mouth. The Planning Commission review of the Prosperity Plan is planned.

- **Traverse City Master Plan**

The current Master Plan is more than 6 years old this year. To be in compliance with the Michigan Planning Enabling Act, the Master Plan Committee has reviewed the Master Plan and has recommended the Master Plan be revised. The Committee will guide an active public input engagement process and review the comments received regarding the proposed revisions. The formal process including public hearings at the Planning Commission and City Commission and adoption of the revised Master Plan will be completed this year. With the change in the composition of the members on the Planning Commission two of the three Master Plan Committee members were lost (Commissioners Bergman and Twietmeyer). New members will be appointed in January to join Commissioner Dow.

- **Master Plan Elements Implementation**

Implementation strategies were created for a number of Planning Elements of the Master Plan. Prioritizing the long list of suggested implementation actions will help the Planning Commission and staff focus on the highest priorities. Scheduled study sessions are opportunities to develop a priority list. A paired comparison chart has been suggested to help set general priorities.

- **Form Based Codes**

Building height limits were increased by five feet in a number of zoning districts recently. A form based code can more appropriately address building heights and massing by coding blocks, building types, building placement, scale and roof types. Implementation of a form based code along West Front Street and 8<sup>th</sup> Street corridor will provide local examples how to address building heights in location sensitive manner. Reviewing this form of development regulations will take time to digest and understand all the nuances. Public

education and engagement will also take considerable time before any such codes will get adopted.

- **Formal Planning Commission Training**

In-house training of the legal aspects of planning will be provided by the City Attorney, City Clerk and the City Planning Director. Throughout the year, the Planning Commission will be made aware of training programs available in the area and via the Internet. In 2016 the Congress for the New Urbanism will be held in Detroit from June 8-11. Planning Commissioners that have attended previous Congresses have found them to be inspirational and educational.

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## Planning Department Projects

*Not for acceptance by the Planning Commission*

**Mission Statement:** *The Planning Department's primary purpose is to guide the City with land use and planning in order to enhance the quality of the community and ensure it remains a place where both citizens and businesses love to call home.*

### **The Planning Department:**

- Helps to administer the City of Traverse City Master Plan, a document that guides City zoning, land use, urban design and physical improvements, such as buildings, streets and parks.
- Provides administrative staff for the Planning Commission, Grand Traverse Commons Joint Planning Commission, Board of Zoning Appeals, and Historic Districts Commission.
- Administers and enforces the zoning, sign, and historic districts ordinances and other land use laws. Administers the Capital Improvement Program.
- Reviews building site plans and prepares reports and recommendations to the Planning Commission for zoning map amendments, zoning laws, special land use permits and planned unit developments.
- Answers zoning and land use questions and interprets land use principles, and planning and zoning laws.
- Works with property owners and developers, other agencies and other City departments to ensure that building plans are consistent with the Master Plan and laws regarding size and placement of buildings, signs, parking areas and landscaping requirements.
- Inspects multi-family rental dwellings, rooming houses, proper anchoring of boats on the near shore of Grand Traverse Bay and property maintenance code violations.

### **Goals/objectives include:**

- **Seek grants** to implement adopted plans and City projects.
- **All Planning Elements-** The Planning Elements have been approved, they will be prepared for publication using a unifying graphic design to stylize the Elements in a format that

conforms to the Master Plan. The Elements will be printed and bound and to be incorporated as Sub Plans of the Master Plan.

- **Redevelopment Ready Communities certification** – The Planning Department applied and for Redevelopment Ready Community certification in 2014. The Michigan Economic Development Corporation provided the City with a status report (Final Report [Findings](#) –City of Traverse City) which highlights areas where the City can revise or develop current practices into “best practices”. Since the City lacks a formal public participation plan, staff will develop a draft plan for Planning Commission/City Commission review. Certification will position Traverse City better to receive state grants for economic development. Progress has been made to move us towards certification as a Redevelopment Ready Community.
- **Boardman Lake Trail-** The Planning Department will work trail consultants and community partners on developing detailed conceptual plans for the Boardman Lake trail for the SW portion of the lakeshore. Before grants can be applied to construct the trail a feasible alignment for the trail along with control of the land via easements or ownership is necessary. This planning/design study will get us in position to apply for construction grants to finish the loop around the lake.
- **Bike Friendly City-** The Planning Department applied for and received the Bicycle Friendly City designation in 2009 at the Bronze level. Reapplication after we complete the Active Transportation Plan is desired to sustain our designation and possibly increase our status to Silver or a higher designation level.
- **Hannah Park** with the completion of the Perry Hannah Plaza built with private dollars, the City Commission will be asked to match those dollars with Brown Bridge funds to additional improvements to Hannah Park. First order of business is to have concept plan approved by the Parks and Recreation. An informal group “Friends of Hannah Park” will serve as a sounding board for input as a draft concept plan is developed.
- **Hickory Hills Master Plan Improvements-** Planning Department is working on writing a Natural Resources Trust Fund grant for implementation of trail development in Hickory Hills.
- **Clancy Park-** The City was successful in obtaining a Natural Resources Trust Fund grant to make overall improvements to Clancy Park. Project management and grant administration will involve the Planning Department and Parks and Recreation Department.
- **Public Pier and Murchie Bridge-** Should the City Commission support applying for the permits for the Public Pier, the Planning Department bring forth the plans for the pier to the Planning Commission to determine consistency with the adopted Bayfront Plan 2010. Staff will also work with the permitting agencies responding to questions and information. If the permits are sought and approved, staff may be involved with a funding strategy for the pier and the access routes to the pier.
- **Boardman River Boat Launch and Lot D Project-** This project was delayed when environmental issues were identified and a redesign of the project was necessary. The delay ultimately resulted in the loss of the Coastal Zone Management grant and now a smaller budget is available for this project. Site constraints also threaten the ability to use the Waterways grant. Keeping these funds is dependent on MDOT and Waterways being flexible on their standard guidelines. Some project elements have been eliminated and new revenue sources are being sought. Since so much time has been invested in this project, City staff will continue to look for creative ways to implement the project in 2016

- **Grand Traverse Commons Zoning Ordinance-** Work continues on drafting a Zoning Ordinance in cooperation with Garfield Township Planning Department and the Grand Traverse Commons Joint Planning Commission. Several months ago a public hearing was held which generated many comments and concerns. Meetings continue with property owners to address concerns. Additional public hearing(s) will be held after the revised draft is complete and have been reviewed by the Grand Traverse Commons Joint Planning Commission.
- **Grand Traverse Commons Master Plan Review-** The current Master Plan is 5 years old and requires review by the Joint Planning Commission.



Missy Luick <mluick@traversecitymi.gov>

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## Fwd: Garland Street Project

1 message

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**Russ Soyring** <rsoyring@traversecitymi.gov>

Tue, Dec 29, 2015 at 3:58 PM

To: Missy Luick <mluick@traversecitymi.gov>

Missy, please include in the January 5 Planning Commission packet. Thanks, Russ

----- Forwarded message -----

From: **Thom Darga** <Thom@dargaworks.com>

Date: Tue, Dec 29, 2015 at 3:49 PM

Subject: Garland Street Project

To: Russ Soyring <rsoyring@traversecitymi.gov>

Dear Russ,

I would like to take a moment of your time to introduce our Garland Street Project. The project will be a mixed use complex comprised of commercial space, retail space, and apartments dedicated to entrepreneurial development in a walk-able, live-able downtown development. In the Commercial core a business incubator space as well as established at street level along with commercial enterprises located on the upper floors within the warehouse district and will seek to enhance the progressive and upbeat vibe already present in the district. In addition to the Commercial space a small retail core will make use of the walk-able core of the Garland Street Reconstruction Plan currently underway. Further a Residential Apartment component competitively priced for both Riverside and Lake side living unique to the up and coming Warehouse District. Finally, we propose to wrap the Commercial, Retail, and Apartment development around a 400 car parking facility intent on connecting the warehouse district to a viable, walk-able, parking solution.

It is our intent to present our concept drawings in January to the Planning Commission and seek their input while we integrate our project with existing planning, streetscape, and infrastructure improvements to bring our next successful project in Traverse City.

We look forward to the January 12, 2016 Special Meeting of the Planning Commission to garner additional information on making our project a logical best fit for the future and continued success of Traverse City's already legendary best places live and work.

Sincerely,

Thomas J. Darga



## Thomas J. Darga

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Russell A. Soyring, AICP  
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