

TRAVERSE CITY PLANNING COMMISSION REGULAR MEETING

TUESDAY, February 2, 2016

7:30 P.M.

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

Posted: 1/29/16

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. APPROVAL OF MINUTES
 - A. January 5, 2016 Regular Meeting, January 12, 2016 Special Meeting and January 20, 2016 Special Meeting minutes (Approval recommended)
5. OLD BUSINESS
 - A. Master Plan Review Committee Update (Discussion)
 - B. Presentation regarding Open Meetings Act, Freedom of Information Act, Boardmanship, Conflicts, Incompatible Offices and Ethics by Benjamin Marentette and Lauren Tribble-Laucht (Discussion)
 - C. Conditional rezoning request initiated by Kevin Klein, Airport Director of Northwestern Regional Airport Commission to rezone part of the property located at 727 Fly Don't Drive from T (Transportation District) to C-3 (Community Center

District) with conditions (For introduction and possibly scheduling a Public Hearing for March 1, 2016)

6. NEW BUSINESS

7. CORRESPONDENCE

- A. Draft Capital Improvement Program 2016/17-2021/22 (Distribution Only)
- B. Capital Improvement Program Committee
- C. 2015 Annual Report for Code Enforcement

8. REPORTS

- A. City Commission - Commissioners Richardson and Howe
- B. Board of Zoning Appeals – Commissioner Koebert
- 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. 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
 - 4. Capital Improvement Program- Mrs. Luick

9. PUBLIC COMMENT

10. ADJOURNMENT

MINUTES
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

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, Vice-Chairperson Linda Koebert, Ross Richardson, Chairperson John Serratelli, Jim Tuller, Jan Warren and Camille Weatherholt

ABSENT: None.

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

3. **ANNOUNCEMENTS-**

Mr. Soyring announced that the Planning Commission will be holding a special meeting next week on Tuesday, January 12 at 7:00 p.m. in the Training Room.

Commissioner Warren announced that the Public Arts Commission is holding a public open house this Thursday, January 7 from 7:00-9:00 p.m. in the Governmental Lower Level Cafeteria.

4. **ELECTION OF OFFICERS**

A. Chairperson

Motion by Commissioner Warren, second by Commissioner Koebert to nominate Commissioner Serratelli to serve as Chairperson. Motion carried 9-0.

B. Vice-chairperson

Motion by Commissioner Warren, second by Commissioner Howe to nominate Commissioner Koebert to serve as Vice-Chairperson. Motion carried 9-0.

C. Secretary

Motion by Commissioner Warren, second by Commissioner Howe to nominate Commissioner Fleshman to serve as Secretary. Motion carried 9-0.

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)

Motion by Commissioner Tuller, second by Commissioner Dow, to approve the Consent Calendar as read. Motion carried 9-0.

6. OLD BUSINESS

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

Chairperson Serratelli and Commissioner Warren discussed the importance of the Planning Commission representatives roll on the Board of Zoning Appeals. Commissioner Koebert expressed interest in serving on the Board of Zoning Appeals.

Motion by Commissioner Dow, second by Commissioner Howe to nominate Commissioner Koebert as the Planning Commission representative on the Board of Zoning Appeals. Motion carried 9-0.

Mr. Soyring explained that the Master Plan Committee lost two of its three members due to its members not getting reappointed to the Planning Commission. Commissioner Dow explained that the previous committee had analyzed the Master Plan and had compiled draft edits to the Plan and Future Land Use Map. Commissioners Howe and Weatherholt expressed interest in serving on the Master Plan Review Committee. Commissioner Dow expressed interest in continuing to serve on the committee and to serve as the committee chair.

Motion by Commissioner Richardson, second by Commissioner Warren, that Commissioners Howe, Weatherholt and Dow serve on the Master Plan Review Committee with Commissioner Dow as chair. Motion carried 9-0.

7. NEW BUSINESS

A. Annual Report (Review and Acceptance)

Mr. Soyring explained that an Annual Report is required by State Law. The report summarizes requests and actions considered by the Planning Commission as well as topics of discussion for 2015.

Commission discussion.

Mr. Soyring also mentioned that the Annual Report would be communicated to the City Commission.

Motion by Commissioner Richardson, second by Commissioner Warren that the Planning Commission accepts the Traverse City Planning Commission 2015 Annual Report. Motion carried 9-0.

B. Planning Commission Goals (Review and Discussion)

Mr. Soyring discussed the draft Planning Commission Goals document.

Commission discussion included prioritizing the Master Plan review and Form Based Code on West Front Street. Commission discussion also included continuing to coordinate with the Parks and Recreation Commission on park planning for neighborhood parks. Commission discussion included the possibility of doing build-out scenario planning for the theoretical build-out of the maximum development allowable by current zoning. Commission also stated that integration of the Master Plan Elements was a lower priority over the other goals listed.

8. CORRESPONDENCE

A. Garland/Union Street Project letter

Mr. Soyring described in brief the preliminary meeting he had with Mr. Darga regarding the Garland/Union Street Project. He stated that Mr. Darga plans to attend a future study session of the Planning Commission to introduce his project.

9. REPORTS

A. City Commission - Commissioners Richardson and Howe reported

B. Board of Zoning Appeals – No report

C. Grand Traverse Commons Joint Planning Commission – Commissioner Warren reported

**PLANNING COMMISSION
MEETING MINUTES
JANUARY 5, 2016
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- D. Arts Commission- Commissioner Warren reported
- E. Planning Commission
 - Master Plan Review Committee—No report.
 - Parking Regulation Committee- Commissioner Serratelli reported
- F. Planning Department—No report.
 - Traverse City Place Plan Committee- Commissioner Koebert reported
 - Public Engagement Plan Committee- Mr. Soyring reported
 - Community Development/Economic Development- Mr. Soyring reported

10. PUBLIC COMMENT

Chairperson Serratelli asked the Commission if discussing impervious surface and stormwater were still topics of importance. The Commission agreed.

11. ADJOURNMENT

Chairperson Serratelli adjourned the meeting at 8:27 p.m.

Respectfully submitted,

Date: _____

Janet Fleshman, Secretary

MINUTES
TRAVERSE CITY PLANNING COMMISSION
Special Meeting

TUESDAY, January 12, 2016

7:00 P.M.

TRAINING ROOM

Governmental Center, 2nd Floor

400 Boardman Avenue

Traverse City, Michigan 49684

1. **CALL MEETING TO ORDER-** Chairperson Serratelli called the meeting to order at 7:00 p.m.

2. **ROLL CALL**

Mrs. Luick called roll for the Planning Commission.

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

ABSENT: None.

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

3. **PLACEMAKING PROJECT- WEST FRONT STREET (Luke Forrest, Michigan Municipal League)**

Mr. Soyring introduced the project and the consultants.

Mr. Forrest briefly explained the Place Plan program that is statewide and is being implemented among 22 communities in Michigan. More information regarding the program and the other project occurring statewide can be found at <http://placemaking.mml.org/>

4. **REDEVELOPMENT CONCEPTS FOR THE NORTH SIDE OF THE 500 BLOCK OF WEST FRONT STREET – CITY LOT PROJECT (NATE ELKINS, Influence Design Forum)**

- A. Overview of the City Lot project
- B. Benefits of a hands-on approach
- C. Community's inspiration and ideas for the property
- D. Plans and design concepts
- E. Community's preferred concept

Mr. Elkins presented the outcomes of the City Lot Project. The community's preferred concept plan was called "Civic Hub" that would develop the property as a mix of public

**PLANNING COMMISSION
SPECIAL MEETING MINUTES
JANUARY 12, 2015
Page 2**

buildings and public spaces. The existing Fire Station and Office Building would be torn down to make way for new buildings. A new Fire Station would be constructed on the western edge of the property. A Fire Training Tower would be constructed. A Community Center would be constructed and include a multi-use Auditorium/Gymnasium, event space, offices, and cafe. Three new public plazas would be added throughout the property. Park-like improvements would be added at the corner of W. Front St. and Oak St.

5. SAMPLE REDEVELOPMENT SCENARIOS FOR THE NORTHSIDE OF THE 500 BLOCK AND THE SOUTHSIDE OF THE 400 BLOCK OF WEST FRONT STREET (Peter Allen Associates)

Mr. Allen presented to the Commission.

6. DRAFT DEVELOPMENT REGULATIONS FOR WEST FRONT STREET (Luke Forrest, Michigan Municipal League)

Mr. Forrest presented an overview of the Draft Form-Based Code for West Front Street that had previously been presented by Mark Miller of Nederveld Associates in December 2015.

7. PUBLIC COMMENT- None.

8. ADJOURNMENT- Meeting was adjourned at 8:48 p.m.

Respectfully submitted,

Date: _____

Janet Fleshman, Secretary

MINUTES
TRAVERSE CITY PLANNING COMMISSION
Special Meeting

WEDNESDAY, January 20, 2016

7:30 P.M.

TRAINING ROOM

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, Vice-Chairperson Linda Koebert, Ross Richardson (arrived at 7:32 p.m.), Chairperson John Serratelli, Jim Tuller, Jan Warren and Camille Weatherholt

ABSENT: None.

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

Mr. Soyring distributed a handout outlining recent changes to federal guidelines for complete streets and requires the use of the National Association of City Transportation Officials (NACTO)'s Urban Street Design Guide as one of the standards that U.S. Department of Transportation (USDOT) must consider when developing design standards, and it permits local governments to use their own adopted design guides if they are the lead project sponsor even if it differs from state standards.

Commissioner Richardson arrived at 7:32 p.m.

3. **PARKS AND RECREATION 5 YEAR PLAN (Action requested)**

Mr. Soyring introduced the topic stating that a Parks and Recreation Plan is a requirement by the State of Michigan to receive grant funds.

Lauren Vaughn, Parks and Recreation Superintendent, summarized changes to the Draft Parks and Recreation Plan that changed from the last adopted plan. Mr. Vaughn further summarized the timeline for approval.

Commission discussion. Comments related to details in the plan were suggested.

Motion by Vice-Chairperson Koebert, second by Commissioner Howe that the City of Traverse City Parks and Recreation Plan 2016-2021 be recommended for approval to the City Commission.

Motion carried 9-0.

4. PLANNING COMMISSION GOALS (Action requested)

Mr. Soyring highlighted the changes to the Goals document since it was last discussed on January 5, 2016.

Commission discussion related to items included in the goals. Additional discussion regarding the possibility of adding more staff in the Planning Department to accomplish the goals was discussed.

Motion by Vice-Chairperson Koebert, second by Commissioner Dow that the Planning Commission Goals dated 1/15/16 be accepted by the Planning Commission.

Motion carried 9-0.

5. CAPITAL IMPROVEMENT PROGRAM- CALL FOR PROJECTS (Discussion)

Mrs. Luick explained the Capital Improvement Program timeline and process.

Commission discussion resulted in the following projects for inclusion in the Capital Improvement Program.

Complete street improvements to Peninsula Drive beginning at the Front Street/Peninsula Drive intersection to Peninsula Drive/Garfield Intersection further north on Peninsula Drive (M-37) to the intersection of Eastern Ave/Peninsula Drive. Safety and access to Bryant Park was identified as a critical need.

Planning and Design in coordination with MDOT on problematic trunkline intersections. (Front/Grandview Parkway, 8th Street/Munson Ave were cited as key intersections for planning)

Sidewalk infill program to be of higher priority. Underserved areas like Traverse Heights neighborhood are lacking in sidewalks. Additional infill locations on Lake Avenue and Garfield Avenue were discussed.

American Legion Park improvements to access Boardman River and general projects that offer better access to Boardman River.

**PLANNING COMMISSION
SPECIAL MEETING MINUTES
JANUARY 20, 2015
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6. **PUBLIC COMMENT-** Vice Chairperson Koebert asked if Commissioners wanted to write letters to the City Manager regarding the Planning Departments staffing needs.

7. **ADJOURNMENT-** Meeting was adjourned at 8:25 p.m.

Respectfully submitted,

Date: _____

Janet Fleshman, Secretary



Communication to the Planning Commission

FOR THE MEETING OF: February 2, 2016

FROM: Mike Dow, Master Plan Review Committee chair

SUBJECT: Master Plan Review Committee- Recommended plan for Master Plan Amendment process

DATE: January 29, 2016

On January 22, the Master Plan Review Committee met and discussed a proposed strategy for updates to the City of Traverse City Master Plan. It is our belief that the current (2009) Master Plan provides a solid foundation for future planning and growth; however, some revisions and updates, with substantive public input, would improve both the process and the end product. The specific areas we propose for review are as follows:

1. Goals. Do the nine (9) goals, as described, continue to adequately describe how we intend to achieve our vision for the City?
2. Intensity Levels. Can we provide better guidance as to desired *intensity levels* both within and between each Context Area (Neighborhood), without stepping outside the bounds of a Master Plan and into zoning?
3. Elements. There are nine (9) Plan Elements incorporated into the current Master Plan by reference. We would like to consider inclusion of these within the Master Plan, as well as possible updates to the Elements for consistency and readability.
4. Future Land Use Map. We will review and update the Context Areas (Neighborhoods) as shown in the map.
5. Other. We will discuss and incorporate other improvements to the Master Plan as suggested by the public and/or others during the process, and as agreed by the Committee.

Once this approach is approved, we propose to hold one or more public input sessions in the Spring timeframe, followed by discussion and Master Plan updates, and eventually a formal Public Hearing before the end of the year, with a final submission to follow.

Thank you for your consideration.

Highlights – Discussion with Planning Commission

February 2, 2016

Prepared by: Benjamin Marentette, City Clerk

Freedom of Information Act

- A State of Michigan law which provides public access to most public records of public bodies
- Generally, public records are documents created or received in a public official's capacity as a public official regardless of form: handwritten, typewritten, e-mails, voicemails, papers, maps, discs
- Generally, all records are subject to public disclosure unless specifically exempted (examples of exempt records: various law enforcement records, attorney-client privileged records, pending public bids, testing questions and answers).
- The City Clerk serves as the city's Freedom of Information Act Coordinator; a person makes a written request to the City Clerk for review of public records (in order to review, inspect or copy the public record)
- Generally, we must respond within 5 business days

Open Meetings Act

- A State of Michigan law which requires the public body to deliberate and conduct its business in an open meeting so the public may observe.
- Notice of the meeting must be posted at least 18 hours in advance at the public body's principal place of business
- Anytime there is a quorum of a public body for its official function, proper public notice must be given and the meeting must be conducted in compliance with OMA. *A quorum is more than half of the public body; for Planning Commission, which consists of nine members, a quorum is five or more Planning Commissioners.*
- Subcommittees appointed by the public body are a public body themselves, i.e. ad hoc committees

- Public body may go into closed session for specific purposes, such as: trial and settlement strategy in a *pending* lawsuits; strategy in negotiation of collective bargaining agreement; attorney-client privileged communication. No decisions may be made in closed session; all decisions must be made in Open Session. ***Most likely reason for Planning Commission: Attorney-Client Privileged communication.***
- The agenda must contain a designated “public comment” section – public comment may limit time per speaker, but not limit time designated to public comment overall
- A person may address the public body under the public body’s rules
- The public has a right to “observe” deliberation of the public body, but not to deliberate with the public body
- Once the meeting has adjourned, members should depart and not continue conversations.

Boardmanship

- Set the example for respect – address everyone professionally – speak to an issue/debate directly, don’t make comments personal.
- Speak slowly, distinctly.
- As much as possible, ask clarifying questions of staff in advance of Commission meeting – and inform staff of any particular issues they should be prepared to cover. This is not to stifle public observation and debate, but to ensure preparedness.
- Review your meeting packet as far in advance as possible, to allow time for advance questions and staff responses.
- The Commission only speaks as a body – when speaking be sure to represent your opinions as yours, not as official City Commission position.

Highlights – Discussion with Planning Commission
February 2, 2016
Prepared by: Lauren Tribble-Laucht, City Attorney

Conflicts

- *Contractual* conflicts of interest are governed by state law, which generally prohibits a Commissioner from directly or indirectly being a party to or participating in any contract between himself or herself and the City. (rarely applies to Planning Commission)
- *Financial* conflicts of interest are governed by the City Charter, which provides a direct or indirect financial interest in any matter to be decided by the City (other than with respect to a contract) shall be disclosed and the Commissioner must refrain from voting upon or otherwise participating in the making of the decision.
- *Appearance* of a conflict of interest is a judicial doctrine, which exists where there is doubt in the public’s mind as to the impartiality of the Commissioner’s actions.

Incompatible Offices

- State law mandates a public officer shall not hold two or more incompatible office at the same time.
- “Incompatible offices” exist when the performance of the duties of the offices held by the official results in *subordination* of one public office to another, *supervision* of one public office by another or a *breach of duty* of public office.

Ethics

- Commissioners have a duty to vote on every matter before the Commission in the absence of a conflict.
- *Ex Parte Communication*: a communication between the decision-maker and an interested party that takes place without public notice and outside the record.

Capital Improvement Plan (CIP)

- The City Charter mandates the City Planning Commission be established by ordinance and have the powers and duties prescribed by State Law. State Law grants the Planning Commission certain powers and duties.

- The Michigan Planning Enabling Act provides the Planning Commission must approve the *location, character, and extent* of any street, public way, open space, structure, or utility covered by a municipal master plan before its construction or authorization for construction. (MCL 125.3861)
- The Michigan Planning Enabling Act provides the Planning Commission must, after having adopted a master plan, prepare an annual capital improvements program of public structures and improvements.
 - The capital improvements program must show those public structures and improvements, in the *general order* of their *priority*, that in the Commission's judgment will be needed or desirable and can be undertaken within the ensuing 6-year period.
 - The capital improvements program must be based upon the requirements of the local unit of government for all types of public structures and improvements.
 - Each agency or department of the City with authority for public structures or improvements must furnish the Planning Commission with lists, plans, and estimates of time and cost of those public structures and improvements upon request.



Communication to the Planning Commission

FOR THE MEETING OF: February 2, 2016

FROM: RUSS SOYRING, PLANNING DIRECTOR

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

DATE: JANUARY 29, 2016

A request has been made by the Airport Commission to conditionally rezone a 60 acre wooded parcel fronting on South Airport Road just east of Fly Don't Drive from T (Transportation) to C-3 (Community Commercial). This property is owned by the airport and was intended decades ago to be developed for industrial uses.

At the December 15, 2015 meeting, Kevin Klein, Executive Director of the Cherry Capital Airport sought guidance from the Planning Commission on an approach that would allow this property to be developed for commercial purposes. Costco has expressed interest in developing in the southwest portion of the property with a 150,000 square foot commercial store and gas station. C-3 zoning is sought because it allows buildings the size that Costco would like to build and would allow for other commercial buildings for the other areas of this property. The current Transportation District zoning essentially limits property for transportation related uses.

After further discussions with the Mr. Klein and representatives of the airport, it was acknowledged that a conditional rezoning to C-3 discussed by the Planning Commission had shortcomings for the proposed development and would not address other development hindrances the City's zoning code creates for other parts of the airport. For example, the City's parking location requirements of placing parking to the rear or side of buildings complicates operations for aircraft hangers with the movement of aircraft and the placement of parked cars. The C-3 zoning also would not allow compatible industrial uses. This discussion led to the idea of seeking a text amendment for the T-District that could allow other uses that are compatible or complimentary to the airport operation and could address nuances with parking lot locations for uses on the airport grounds.

The Master Plan designates this area as TC-C Campus Neighborhood. These areas are unique areas of the community with uses having common specialties located in proximity to each other. The Plan states this neighborhood type will have individualized special plans approved by the Planning Commission. In a very general way, the Transportation District provides a basis framework for this unique area (the airport grounds) with a zoning district that only applies to the airport property. For the above reasons, Staff would like to discuss this approach with the Planning Commission and currently do not recommend scheduling a Public Hearing for the conditional rezoning. Mr. Klein has expressed an interest to explore this approach as well.

TRAVERSE CITY PLANNING COMMISSION
APPLICATION FOR
ZONING CHANGE

APPLICATION FEE: _____ DATE: 1-24-16
- Zoning Change \$425.00
 Conditional Rezoning \$830.00
Check No: 032170 Hearing Date: _____
Receipt No: 18132 Case No: _____
Address of subject Property: Part of 727 Fly Don't Drive
Tax Parcel Number: Part of 28-51-113-002-01
Legal Description: The North one-half of the Southwest one-quarter of Section 18, Township 27 North, Range 10 West, Grand Traverse County, Michigan

Present Zoning Classification: T
Requested Zoning Classification: T and C-3
Signature of Owner: [Signature]
Owner's Address: 727 Fly Don't Drive
Applicant's Signature: [Signature]
Relationship of Applicant to Owner: _____
Applicant's Address: 727 Fly Don't Drive, Traverse City, MI 49686
Applicant's Telephone: (231) 947-2250

APPLICATION REQUIREMENTS

The application fee must accompany this request.

This application must be presented to the City Planning Department a minimum of twenty-four (24) days prior to the public hearing. After the Planning Commission makes a recommendation, the matter will be forwarded to the City Commission before which another public hearing will be held. Action by the City Commission completes the rezoning process.

Thirteen (13) copies of a site plan, drawn to scale and complete with the following, must accompany this application:

1. All property lines and setbacks shown.
2. Indicate and name adjacent streets and alleys.
3. Indicate all existing structures on the property.
4. Indicate the scale of the drawing.
5. North arrow.
6. Any additional information deemed by the Planning Commission Secretary to be necessary for proper review of the request.

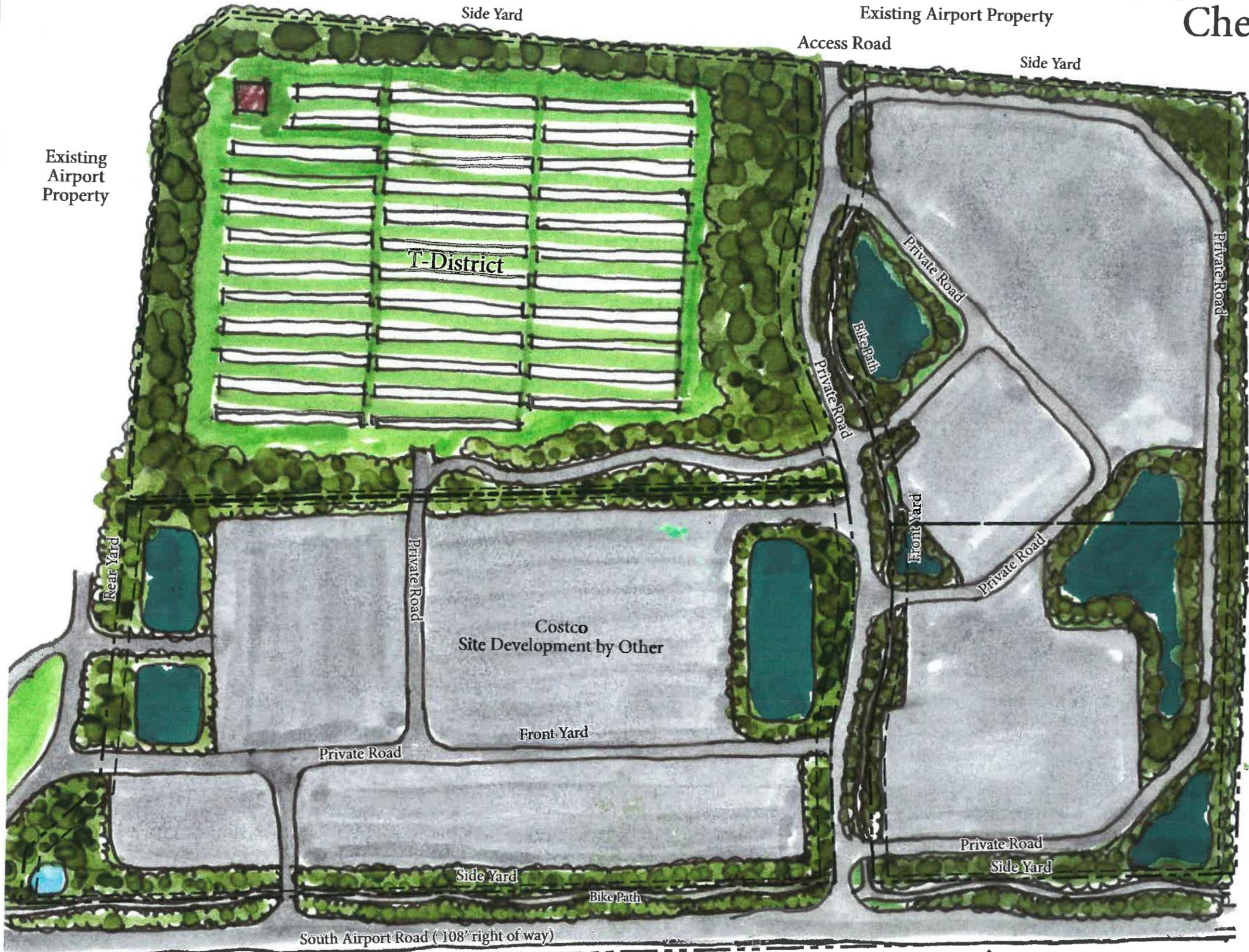
The applicant acknowledges that the City may be required from time to time to release records in its possession. The applicant hereby gives permission to the City to release any records or materials received by the City as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.

RECEIVED

JAN 25 2016

PLANNING DEPT
CITY OF

Cherry Capital Airport South Airport Road Development Concept



Parcels 1-3 - Commercial

Zoning Requirements - Airport Services District

Front Setback - 25' maximum
 Side Setback - 10' (non-residential adj.)
 Rear Setback - 30' (residential adj.)

Parking - 1 per 250 sq.ft building
 Impervious Surface < 75%
 Open Space - 25%

Impervious Surfaces Calculations

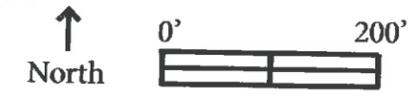
Total impervious as shown = 56%

Parcel 4 - Airport Solar Farm

Zoning Requirements - Transportation District

Front Setback - 25'
 Side Setback - 5' (non-residential adj.)
 Rear Setback - 5' (non-residential adj.)

*Total Property - Approx. 60 acres
 *Building drives and parking lots shown as conceptual.



Prein&Newhof



Communication to the Planning Commission

FOR THE MEETING OF: February 2, 2016

FROM: Missy Luick, Planning and Engineering Assistant

SUBJECT: Capital Improvement Program (CIP) Distribution

DATE: January 29, 2016

The draft Capital Improvement Program will be distributed as a handout at the February 2, 2016 Planning Commission meeting. At the January 20, 2016 study session, the Planning Commission discussed projects for submission into the plan.

The process timeline is as follows:

January 4, 2016	CIP Project Request Memo distributed to Departments via email
January 31, 2016	CIP requests due from City Staff
February 5, 2016	1 st Draft of CIP prepared
Early February 2016	All Departments meeting regarding CIP requests submitted. Attendance by any department who has a current CIP request
February 17, 2016	Planning Commission receives CIP document and CIP Presentation with Dept. Heads in attendance
February-April 2016	CIP Revisions
April 2016	Planning Commission Public Hearing and final review of City CIP and TCLP CIP
April 2016	1 st City Commission review of budget
May 2016	Public Hearing on budget
May-June 2016	Budget Adoption
June 2016	Final Budget Published

The process is guided by a staff-led CIP committee that was formed in late 2013. Its makeup includes the City Manager, Public Services Director, City Engineer, Planning Director, Downtown Development Authority Executive Director, Light and Power Director and three Planning Commissioners, one of which is also a City Commissioner. Currently, there is a Planning Commissioner/City Commissioner representative vacancy. Because this is a staff-led committee, committee membership does not require a motion by the Planning Commission, but we wanted to include the vacancy on the agenda and discuss it at a public meeting.

Upon creation of the CIP committee, several CIP process flow charts were created to outline the CIP process, Projects eligible for submission in the CIP as well as the process that Street Projects would follow. Those flow charts are available on the CIP page on the City's website:

<http://www.traversecitymi.gov/capitalimprove.asp>

The Planning Department administers the CIP by working with all City Departments on project submissions and coordinating reports. Departments began inputting and updating projects in the CIP software in January. An upcoming staff meeting is planned in mid-February to review all of the projects submitted in the CIP to discuss project submissions and coordination.

Last year, the creation of project "categories" was new. The categories are: Capital (C), Visionary (V) or Operations and Maintenance (M). If a project has been designated as Visionary, it has been moved out to the final year of the plan 2021/2022. The definitions for the Categories are attached.

New this year, the titles have been "coded" to group like/similar projects. A project title coding document is attached.

As in the past, the CIP consists of two reports. The CIP Spreadsheet by fund and the accompanying CIP Narrative which offers project details.

New this year, the narrative report has been updated to show more detail related to each project. The narrative report now is designed to mirror the CIP project input screen. (In the past, data input into the program was not included in any of the program outputs.)

The CIP will be distributed at the Planning Commission's February 2, 2016 regular meeting and will be discussed in more detail at the February 17, 2016 study session. Staff will be in attendance to present project details. Planning Commissioners are asked to submit project information requests (please request the project by Name and ID #) to staff, so those projects of interest can be included in the February 17, 2016 presentation. The Planning Commission will schedule a Public Hearing at their March 1, 2016 regular meeting, then hold a Public Hearing on the CIP at their April 5, 2016 regular meeting.

Attachments: Category Definitions
Project Title Coding
CIP spreadsheet by fund (to be distributed at the meeting)
CIP narrative in alphabetical order by project title (to be distributed at the meeting)

Capital Improvement Program

Project Category

Each project needs to be classified in accordance with the following definitions

- **Capital Projects-** Generally, this category includes sizable expenditures for items that are new, increases the value of an existing asset, extends the useful life of an asset beyond the original useful life, or increases the capability or capacity of an asset. The costs of these projects will be reported as a capital asset by the City.

Examples would include: building a new parking deck, a new street such as Silver Drive, reconstruction of an existing street that changes its function, constructing a new bike path, purchasing land for a park, or purchasing new playground equipment, etc. Other examples could include adding an additional floor to a parking deck, expanding a water treatment plant to provide more capacity for treating water, adding additional space to a municipal building, renovation of a municipal building that is already fully depreciated, or generally adding any functions that did not exist previously. (Note, this is not an exhaustive list.)

- **Operation and Maintenance Projects-** Generally, this category includes expenditures that are made to maintain an asset to its original condition instead of extending the asset beyond its original useful life. The costs associated with these projects will be expensed by the City.

Examples would include replacing a deck on a parking deck, replacing fixtures in a building that are part of the original cost of the building, replacing a roof on a building, replacing an elevator or heating, ventilation, or air conditioning system in a building, resurfacing or restriping of a street, etc. These expenses do not extend the useful life of an asset but merely avoid shortening the current useful life of an asset. (Note: this is not an exhaustive list.)

- **Visionary Projects-** Generally, this category includes projects that ultimately could be either Capital Projects or Maintenance Projects. However, since they are planned beyond the normal six years of a capital project plan and/or have no identifiable or secured source of funding, they are considered visionary until more certainty is obtained regarding specifics of the project.

Examples would include a civic square, an underpass, a new street where none currently exists, a roundabout, an amphitheater, etc. (Note, this is not an exhaustive list.)

Capital Improvement Program

Project Title Coding

Project Title- The titles are coded in order to sort like projects together. Each project title shall have a prefix according to the following:

- BB-(For all projects in Brown Bridge Quiet Area)
- BRIDGES- (For all bridge projects)
- CEMETERY- (For all Oakwood Cemetery projects)
- CIVIC-(For all projects that are civic enhancements)
- FACILITIES-(For all City-owned building improvements)
- GARAGE-(For all projects from the Garage fund)
- GEN GOVT-(For all projects that advance general government operations)
- PARK-(For all park improvement projects)
- PARKING-(For all parking related projects)
- POLICE-(For all Police Department Projects)
- SAW-(For projects related to the SAW grant)
- STREETS- (For all street improvement projects)
- TCFD-(For all TC Fire Department Projects)
- TCLP-(For all TC Light and Power projects)
- WALK-(For all trail and walkway projects)
- WW-(For all Waste Water projects)
- WATER-(For all Water projects)

In addition, for projects with multiple funding sources, the title of the project includes a + sign and the additional fund names are listed in the title. Traverse City Light and Power projects (or projects that have Traverse City Light and Power funding) that are new or changed from previously approved CIP's are noted in the project title as either "new" or "change."

Projects with an *asterisk indicate new projects submitted for review.

Projects in bold indicate projects occurring in the first fiscal year of the plan.



Annual Report for Code Enforcement 2015

Narrative:

As the Code Enforcement Officer, I am responsible for a wide range of assignments, generated by citizen complaint or request, Department Head direction and proactive patrol. I also conduct bi-annual inspections on all multi-family (3 or more) rental units within the City Limits.

Below, I have broken down the types of complaints typically investigated throughout the year. Along with the complaints, I follow a schedule of Rental Housing Inspections that had been set up by the prior Code Enforcement Officers, which consist of approximately 1300 units, broken down in half, every other year. A cost of \$20.00 per unit to be inspected, generates approximately \$13,000.00 collected by the City annually.

Along with complaint investigation of Code and Ordinance Violations, I also assist in overseeing all of the Festival Events, making sure of Code and Ordinance compliance during such events.

During the Spring and Fall leaf pick up as well as the snow season, I continually assist the Streets Department Supervisor with issues pertaining to residents following the pickup schedule, as well as complying with snow removal restrictions and requirements.

I also assist the Parking Enforcement with parking violations and issues, as well as the DDA with the Downtown area.

I work hand in hand with the City Police regarding general non criminal issues that may alleviate the unnecessary involvement of Law Enforcement, promoting a better rapport and working relationship with the Residents of the City.

I also work with and assist Traverse City Fire, with fire Code Violations, mainly pertaining to Rental Housing.

As a rule, I will respond personally to a complaint, and attempt to meet with the complainant. After obtaining all pertinent information, I will then investigate and meet personally with the alleged violator, and attempt to obtain compliance, and issue a verbal warning. If unable to make personal contact, a letter of request and warning will be sent. If compliance is not met within a reasonable time, then a Citation will be issued for the Violation.

So far, for the last 1 ½ years as the Code Enforcement Officer, I have only had to issue a few citations for non-compliance. Personal requests and warnings have sufficed, resulting in full compliance.

Metrics:

COMPLAINTS for 2015	TOTALS
Lawns	100
Sign Violations	70
Sidewalk Café Inspections	64
Brush/ Streets Dept.	54
Parking violations	70
Neighbor Disputes	56
Street Performer inspections/compl.	20
Chickens	6
Trash/garbage/junk	82
Smoking Violation	0
Dilapidated Homes/buildings	6
Food Trucks/Vendors	20
Noise	10
Health/Safety	28
News Racks	1
DDA issues/complaints	13
Miscellaneous Compl.	87
Rental Housing Insp.	545
Snow Complaints	53
Citations	5
TOTALS	Compl. (740) R.H.I. (545)

Respectfully submitted,

Michael Trombley
Code Enforcement Officer