

**MINUTES**  
**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**

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

**ABSENT:** Commissioner Gary Howe

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

3. **ANNOUNCEMENTS-** Chairperson Serratelli announced that Item 5B is removed from the agenda and will be added to a future agenda.

Mr. Soyring announced that the City received bids for the 8<sup>th</sup> Street Charrette from six firms. Three firms were interviewed. A recommendation will go before the City Commission on February 16 for the preferred firm. As a reminder to the Planning Commission, the 8<sup>th</sup> Street Charrette will take place May 16-20 and the Planning Commission will be encouraged to participate.

4. **APPROVAL OF MINUTES**

- A. January 5, 2016 Regular Meeting, January 12, 2016 Special Meeting and January 20, 2016 Special Meeting minutes (Approval recommended)

Motion by Commissioner Warren, second by Commissioner Richardson, to approve the minutes of January 5, 2016 Regular Meeting, January 12, 2016 Special Meeting and January 20, 2016 Special Meeting.

Motion carried 8-0 (Commissioner Howe absent.)

5. **OLD BUSINESS**

- A. Master Plan Review Committee Update (Discussion)

Commissioner Dow explained the outcome of recent discussion by the Master Plan Review Committee to move forward with the revisions to the Master Plan. The planned approach is to review the goals, intensity levels, Master Plan Elements and Future Land Use Map with public input. It is expected that the proposed edits to the Master Plan will be complete by the end of the year.

Commission discussion. The Commission supports the proposed strategy set forth by the Master Plan Review Committee.

- B.** Presentation regarding Open Meetings Act, Freedom of Information Act, Boardmanship, Conflicts, Incompatible Offices and Ethics by Benjamin Marentette and Lauren Tribble-Laucht (Discussion)

This item was removed from the agenda.

- 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)

Mr. Soyring summarized his January 29, 2016 memo to the Commission. Previously, the airport was planning on seeking a conditional rezoning; however, after meeting with airport representatives and further discussion, it no longer seems to be the best approach. Staff does not recommend scheduling a public hearing for conditional rezoning, but to instead discuss the possibility of amending the Transportation (T) District.

Kevin Kline, Airport Director for Northwestern Regional Airport Commission, presented to the Commission.

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

The Commission concurred that a possible text amendment to the T District should be explored.

**6. NEW BUSINESS- None.**

**7. CORRESPONDENCE**

- A.** Draft Capital Improvement Program 2016/17-2021/22 (Distribution Only)

Mrs. Luick explained some of the changes to the Capital Improvement Program (CIP) and explained the approval schedule. If Planning Commissioners have projects requested for more information/presentation, we need those projects by Monday, February 8.

**B. Capital Improvement Program Committee**

Mrs. Luick explained that the CIP Committee is a staff-led committee that guides the CIP process. 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.

Commissioner Richardson volunteered to serve on the committee.

**C. 2015 Annual Report for Code Enforcement- The report was distributed for information.**

**8. REPORTS**

- A. City Commission - Commissioners Richardson reported.**
- B. Board of Zoning Appeals – Commissioner Koebert reported.**
- C. Grand Traverse Commons Joint Planning Commission - Commissioner Warren reported.**
- D. Arts Commission- Commissioner Warren reported.**
- E. Planning Commission**
  - 1. Master Plan Review Committee—Commissioner Dow reported earlier in the meeting.**
  - 2. Parking Regulation Committee- Commissioner Serratelli reported**
- F. Planning Department**
  - 1. Traverse City Place Plan Committee- Mr. Soyring reported.**
  - 2. Public Engagement Plan Committee- No report.**
  - 3. Community Development/Economic Development- No report.**
  - 4. Capital Improvement Program- Mrs. Luick reported earlier in the meeting.**

**9. PUBLIC COMMENT**

- John Hasken, 10100 Council Oak Drive, city business owner, made comments regarding possible Garfield Avenue rezoning from C1 to C3.
- Roxan Fall, 10100 Council Oak Drive, city business owner, also spoke about the same topic.

10. ADJOURNMENT

Chairperson Serratelli adjourned the meeting at 8:58 p.m.

Date: March 1, 2016

Respectfully submitted,

Janet Fleshman ps

Janet Fleshman, Secretary