

# TRAVERSE CITY PLANNING COMMISSION REGULAR MEETING

TUESDAY, June 7, 2016

7:30 P.M.

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

Posted: 6/3/16

## 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. May 3, 2016 Regular Meeting minutes (Approval recommended)
5. OLD BUSINESS
  - A. Northwestern Michigan College Master Site and Facilities Plan (Action Requested)
  - B. Capital Improvement Program communication and project list (Action Requested)
6. NEW BUSINESS
  - A. West Boardman Lake District project (Presentation and Discussion)
7. CORRESPONDENCE

**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. Public Engagement Plan Committee- Commissioners Dow, Koebert and Fleshman
  - 2. Community Development/Economic Development- Mr. Soyring
  - 3. Capital Improvement Program- Mrs. Luick

**9. PUBLIC COMMENT**

**10. ADJOURNMENT**

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

**TUESDAY, May 3, 2016**  
**7:30 P.M.**  
**Commission Chambers**  
**Governmental Center, 2nd Floor**  
**400 Boardman Avenue**  
**Traverse City, Michigan 49684**

**1. CALL MEETING TO ORDER-** Vice-Chairperson Koebert 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 7:51 p.m.), Jim Tuller Jan Warren and Camille Weatherholt

ABSENT: Chairperson John Serratelli

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

**3. ANNOUNCEMENTS-** Mr. Soyring announced that the Planning Commission will not hold a study session on May 17, 2016. Instead, Planning Commissioners will be encouraged to attend the 8<sup>th</sup> Street Charrette meetings at the Park Place Dome on May 16 from 7-9 p.m., May 18 from 7-9 p.m. and May 20 from 4-7 p.m. The meetings will be posted as possible public meetings as there may be a quorum of Planning Commissioners present. For more information about the 8<sup>th</sup> Street Charrette, please visit the project page at [www.envision8th.org](http://www.envision8th.org)

Mr. Soyring further announced that the four scenarios presented as part of the West Boardman Lake District were distributed on Planning Commissioners desks and are on display outside the Commission Chambers for the public to review.

**4. APPROVAL OF MINUTES**

**A.** April 5, 2016 Regular Meeting minutes and April 20, 2016 Special Meeting minutes (Approval recommended)

Motion by Commissioner Howe, second by Commissioner Dow, to approve the April 5, 2016 Regular Meeting minutes and April 20, 2016 Special Meeting minutes.

Motion carried 7-0 (Commissioner Richardson and Chairperson Serratelli absent).

**5. OLD BUSINESS- None.**

**6. NEW BUSINESS**

**A. Northwestern Michigan College Master Site and Facilities Plan (Presentation and Discussion)**

Mr. Soyring explained that certain unique areas in our community are considered campus areas and are required to complete a Master Site Facilities Plan. A Master Site and Facilities Plan is required for current uses on all contiguous property owned by Northwestern Michigan College (NMC) and all anticipated uses within a minimum of the next five years. The procedure for reviewing the Master Site and Facilities Plan is in the Zoning Code Section 1366.08.

The presentation tonight is an introduction and presentation by NMC. At the next regular meeting, staff will complete a formal review and will provide a detailed staff report regarding Master Site and Facilities Plan.

John Dancer, Cornerstone Architects, presented on behalf of Northwestern Michigan College.

Commission discussion included comments related to pedestrian circulation on College Drive, and parking on Milliken Drive and East Front, and pedestrian connectivity through the property located on Milliken/East Front Street.

The following individuals addressed the Commission.

- Bill Twietmeyer, 300 East Bay Blvd, made general comments

No action was taken. The topic will be on the June 7, 2016 meeting for possible action.

**B. Accessory Dwelling Unit (ADU) ordinance (Review and Discussion)**

Mr. Soyring explained the memo dated April 19, 2016 regarding a summary of accessory dwelling units permitted in 2015 and 2016. He explained that there is currently a “waiting list” of approximately 7 tentatively reserved 2017 ADU permits. Mr. Soyring recommends no changes to the ordinance at this time due to the ordinance still being in its infancy.

Commissioner Richardson arrived at 7:51 p.m.

Commission discussion included that even though 20 permits have been issued only about 6 have achieved a certificate of occupancy. In addition, Mr. Soyring indicated that the City does not track if the units are actually rented. Anecdotally, Mr. Soyring mentioned that some of the permitted ADU's do not intend to rent the units out. In addition, possibly offering a different process for ADU's for family members was discussed. Discussion included not having enough data to evaluate the ordinance. Additionally, discussion regarding the idea of removing the limit of 10 per year as well of lessening some of the conditions related to ADU's. Discussion also included that there are concerns from the public regarding allowing increased density in single-family districts and the possible associated nuisances like parking and congestion.

The following individuals addressed the Commission.

- Todd Brown, 1763 Indian Woods Drive, made general comments
- Rick Buckhalter, 932 Kelley Street, made general comments

No action was taken. In April 2017, the Planning Commission will review the Accessory Dwelling Unit ordinance after it has been in place for 2 years.

## **7. CORRESPONDENCE**

- A. Community Development Update from Jean Derenzy dated April 15, 2016
- B. Climate Health Training handout

## **8. REPORTS**

- A. City Commission – Commissioner Howe 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.
  2. Parking Regulation Committee- Mr. Soyring reported.
- F. Planning Department—No report.
  1. Public Engagement Plan Committee- No report.
  2. Community Development/Economic Development- Mr. Soyring reported.
  3. Capital Improvement Program- Mrs. Luick reported.

## **9. PUBLIC COMMENT**

- Todd Brown, 1763 Indian Woods Drive, made comments regarding NMC's Master Site and Facilities plan

**10. ADJOURNMENT**

Vice-Chairperson Koebert adjourned the meeting at 8:47 p.m.

Respectfully submitted,

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

\_\_\_\_\_  
Janet Fleshman, Secretary



## Communication to the Planning Commission

---

FOR THE MEETING OF: June 7, 2016

FROM: Russ Soyring, Planning Director

SUBJECT: NMC Master Site and Facility Plan

DATE: June 2, 2016

The Traverse City Zoning Code requires NMC-2 (University District) zoned properties to have a Master Site and Facility Plan (campus plan). Please see sections 1358.01 and 1366.08. The purpose of the campus plan is to provide a public record of the institution development intentions. These plans may be useful for those citizens that are living or contemplating moving near the campus as they make their own decisions and plans. The plan also helps the City plan for public upgrades that the future development may require. Only developments that are consistent with the approved Master Site and Facility Plan and the Traverse City Zoning Code will be allowed. Any development phase that generates at 500 trip ends or more will require site plan approval by the City Planning Commission. Buildings taller than 60 feet would need to obtain a Special Land Use Permit (SLUP). The Planning Commission bases their approval of the campus plans based on the standards in part (d) of section 1366.08.

All uses envisioned in the next five or more years are to be shown on the plan. The last review of NMC's campus plan by the City Planning Commission was in 2009. The proposed changes to the 2016 campus plan are considered significant; therefore, a major amendment is necessary. The Planning Commission is the approving body for major amendments.

The revised campus plan shows the art museum expanded, two educational buildings expanded and two new residential buildings for student housing that will have approximately 300 bedrooms in total. New drives to the residential buildings with limited short term parking (drop off/pick up) is shown. No additional long term parking is shown. The Zoning Code limits surface parking to 15% of the total campus area.

During the staff review, most of the discussion was focused on the storm water plan. This is a part of the community that experiences frequent minor flooding and drainage issues with poorly drained soils. The filling of wetlands and development on the dry lands in this drainage sub district, the frequency of flooding and standing water has increased. Staff requested and received additional information regarding the college's storm water management plan. Over the years NMC has replaced storm drains with infiltration areas. According to the plan, stormwater management is proposed to be addressed on a case by case basis conforming to the City Ground Water Protection and Storm Water Control Ordinances. Tim Lodge, City Engineer has concerns of the cumulative impacts on the drainage district as the area continues to develop.

To approve this plan it must conform to the seven standards listed in Section 1366.08(d).

- 1. *Whenever practical, the primary structures shall be oriented so that their main entrance faces the street upon which the lot fronts. If the development is on a corner lot, the main entrance may be oriented to either street or to the corner.***

The plan is conceptual but the sidewalk connections to the building hint that the main entry will face the adjacent street. This standard would be addressed during site plan review. The minimum setback for buildings is 100 feet unless the approved Master Site and Facility plan shows a lesser distance.

- 2. *Every principal building or groups of buildings shall be arranged as to permit emergency access.***

The Fire Department reviewed the campus plan and did not raise any concerns. It appears all future buildings can be arranged to permit emergency access. New fire lanes are shown in front of both of the proposed residential buildings. The Fire Department would review the detailed site plans to ensure this standard and the Fire Code is met when building plans are submitted.

- 3. *Every development shall have legal access to a public or private street.***

This requirement is met.

- 4. *The plan, where possible, shall provide vehicular and pedestrian circulation systems which reflect and extend the pattern of streets, pedestrian and bicycle ways in the area.***

The pedestrian and vehicular circulation plan submitted shows the sidewalk system in place or sidewalks planned to be constructed. New sidewalks are planned from the new residential buildings to the main east/west walks existing in the center section of the campus. Sidewalks should continue across all driveways and not terminate at the driveways. Vehicles have three access points and the access routes through the campus are well connected. The streets are sized and designed with some traffic calming measures to keep speeds low which in turn makes these streets suitable for bicycle travel.

- 5. *A pedestrian circulation system shall be provided which is physically separated and insulated as reasonably possible from the vehicular circulation system.***

The sidewalk network on the campus is incomplete, especially for the northern third of the campus. The new residential buildings show walks from the building to the parking areas and linking to the network of campus sidewalks. In some areas of the campus, the sidewalk alignment appears awkward with turns, twists and gaps that pass through parking areas or across driveways.

Adding sidewalks from the proposed new residential buildings to the existing campus sidewalk network would satisfy this standard needed for approval. As parking lots get repaved or rebuilt sidewalks should continue across the driveway throats to improve the pedestrian environment. This requirement will be handled during site plan review when parking lots are reconstructed.

**6. All parking areas shall be located in a manner which will reduce the visual impact of such parking areas from adjacent public streets.**

The plan does not show additional parking with the exception of drop off and pick up zones in front of the residential buildings. To meet the zoning requirements, these areas cannot be used for parking. Parking must occur to the side or rear of the building. It may be possible to eliminate the fire lanes by moving the buildings close to College Drive where College Drive would serve as the fire lane.

With a slight widening of College Drive, on-street parking could be accommodated on College Drive to satisfy the need for short term parking needs. This arrangement would eliminate the four driveways, reduce the amount of pavement needed to serve the buildings both in terms of asphalt drives and redundant concrete walks. Less pavement would also reduce the amount of storm water that needs to be retained. Construction costs would be reduced and more of the athletic fields could be preserved.

Staff is recommending the Master Site and Facility Plan be approved provided the fire lane/drop off lanes in front the two residential buildings are redesigned to be incorporated as part of a modified College Drive (pending Fire Department concurrence). If you agree with staff's assessment, the following motion would be appropriate:

**Based on the staff analysis provided in the Communication to the Planning Commission memo from the Planning Director dated June 3, 2016 and the attachments listed in the aforementioned memo, I move that the Master Site and Facilities Plan for Northwestern Michigan College main campus dated April 26, 2016 be approved provided the drop off/ fire lanes shown in front on the proposed residential buildings are adjusted to be located as part of College Drive.**

In accordance with the zoning ordinance, if the Master Site and Facility Plan is approved, the Planning Commissioner Secretary will need to sign the plan.

RS

Attachments: Master Site and Facility Plan for Northwestern Michigan College (dated 4-26-16)

April 26, 2016

Mr. Russel Soyerling, AICP  
Planning Director  
City of Traverse City  
Governmental Center, 2<sup>nd</sup> Floor  
400 Boardman Avenue  
Traverse City, MI 49684

Re: Northwestern Michigan College, Master Site and Facilities Plans

Dear Mr. Soyerling,

Attached are fourteen (14) sets of the Master Site and Facilities Plans for Northwestern Michigan College. As we discussed at our Pre-application conference, NMC is planning on constructing several new structures in the next 5 years. The first two structures to be constructed are a new 55,000 square foot Student Housing Facility and a 15,000 square foot expansion to the Denmos Museum. Additional future projects include a 34,000 square foot expansion/renovation of West Hall, and another 53,000 square foot Student Housing Building.

All of these new structures will utilize the existing road network and existing parking areas. There are no new parking lots proposed in the Master Site Plan. There are two new drop-off/fire lanes proposed for each Student Housing Building which will include short term parking for maintenance and security vehicles. The pedestrian circulation is an extension of the existing sidewalk network that connects the new facilities with the campus and surrounding neighborhoods.

Also included in the Master Site and Facilities Plans is a Campus Natural Features Overlay as well as a Master Storm Water Drainage Plan.

I look forward to discussing NMC's Master Site and Facilities Plans with the Planning Commission on May 3<sup>rd</sup>.

122 S. Union St  
Suite 200  
Traverse City, MI  
49684  
231.947.2177 Ph.  
231.933.4310 Fax

Thank you,  
John E. Dancer, AIA



440 Bridge St. NW  
Grand Rapids, MI  
49504  
616.774.0100 Ph.  
616.774.2956 Fax



**VICINITY MAP**  
SCALE: N.T.S.

**OWNER**  
NORTHWESTERN MICHIGAN COLLEGE  
1701 E. FRONT STREET  
TRAVERSE CITY, MI 49686  
CONTACT: VICKI COOK, V.P. FINANCE



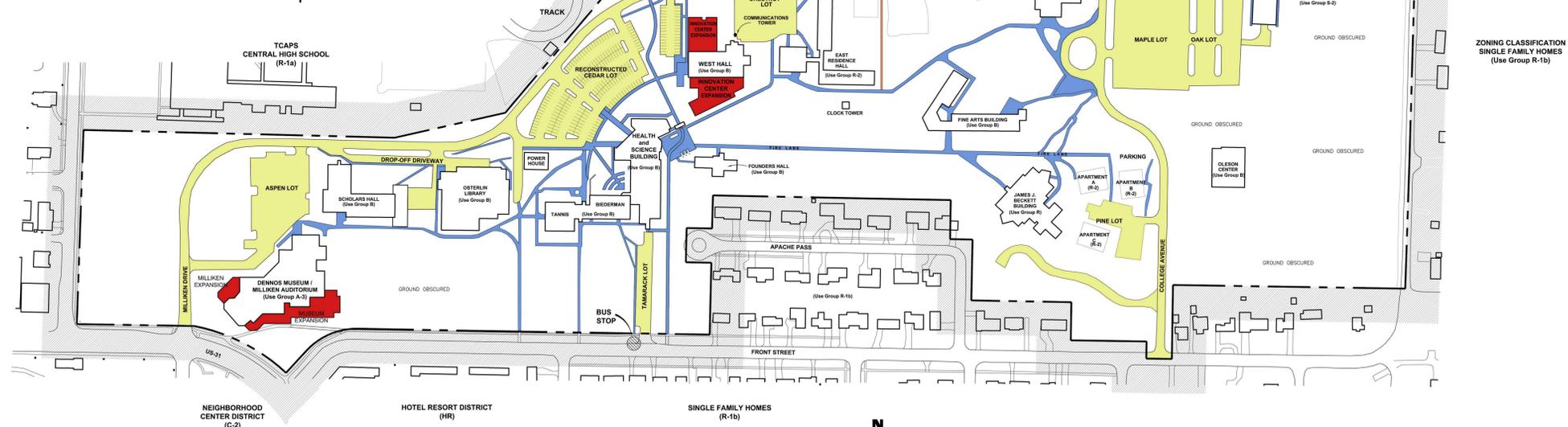
**Cornerstone Architects, Inc.**

**NMC Master Site Facilities Plan**  
April 26, 2016

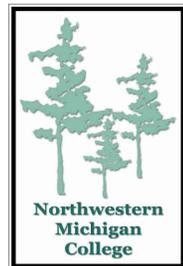
- ZONING: NMC-2
- 1,545 EXISTING PARKING SPACES
- NO ADDITIONAL PARKING
- DENNOS MUSEUM // MILLIKEN AUDITORIUM EXPANSION: 15,000 SF; 1.5 STORIES
- WEST HALL INNOVATION CENTER EXPANSION: 34,000 SF; 2 STORIES
- NEW STUDENT HOUSING:
- TWO (2) THREE-STORY BUILDINGS; 300 BEDS; ONE: 55,000 SF, WITH FITNESS CENTER
- ONE: 53,000 SF, WITHOUT FITNESS CENTER

- EXISTING PEDESTRIAN CIRCULATION
- PROPOSED PEDESTRIAN CIRCULATION
- EXISTING VEHICULAR CIRCULATION AND PARKING
- PROPOSED VEHICULAR CIRCULATION AND PARKING
- PROPOSED BUILDINGS

**Northwestern Michigan College Campus Plan**



**MASTER SITE FACILITIES PLAN**

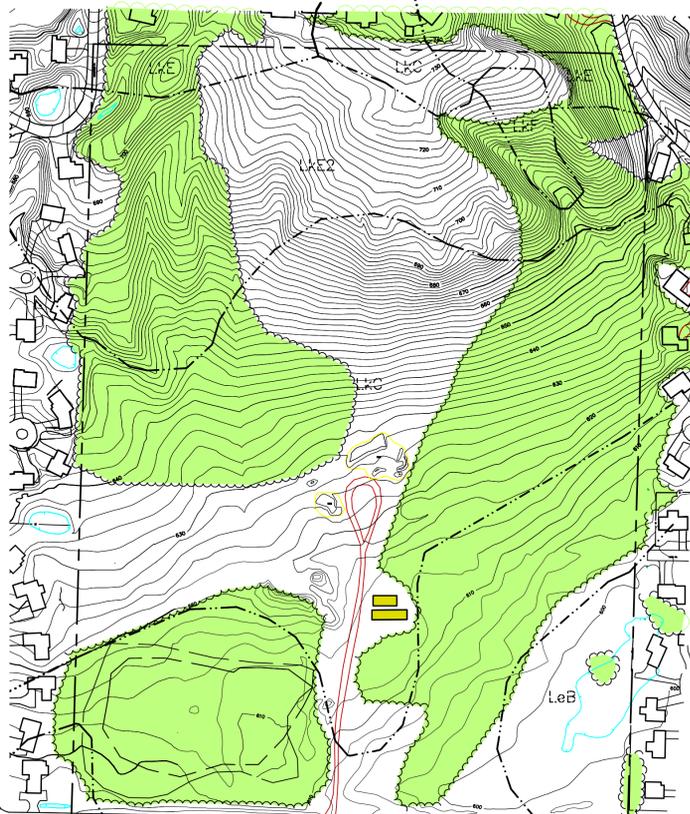


**Master Site Facilities Plan**  
For  
Northwestern Michigan College  
1701 E. Front Street  
Traverse City, MI 49686

© copyright - all rights reserved.  
These drawings remain the property of Cornerstone Architects, Inc. and are for uses authorized by the architect only.

**Cornerstone Architects**  
122 S. Union, Suite 200  
Traverse City, MI 49684  
231.947.2177 p  
www.cornerstone-arch.com

DATE	ISSUED FOR
4-26-16	MASTER PLAN
PIC:	JED
PM:	JED
DRAFTS:	WCD
PROJECT NO:	14.516
SHEET TITLE:	MASTER SITE FACILITIES PLAN
SHEET NO:	A100



**LEGEND**

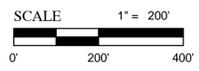
- CAMPUS BOUNDARY
- EmB SOIL SERIES BOUNDARY & ID
- TREELINE
- WOODED AREA
- IDENTIFIED WETLAND
- EXISTING BUILDING
- EXISTING PAVEMENT
- EXISTING SIDEWALK
- FUTURE IMPROVEMENT

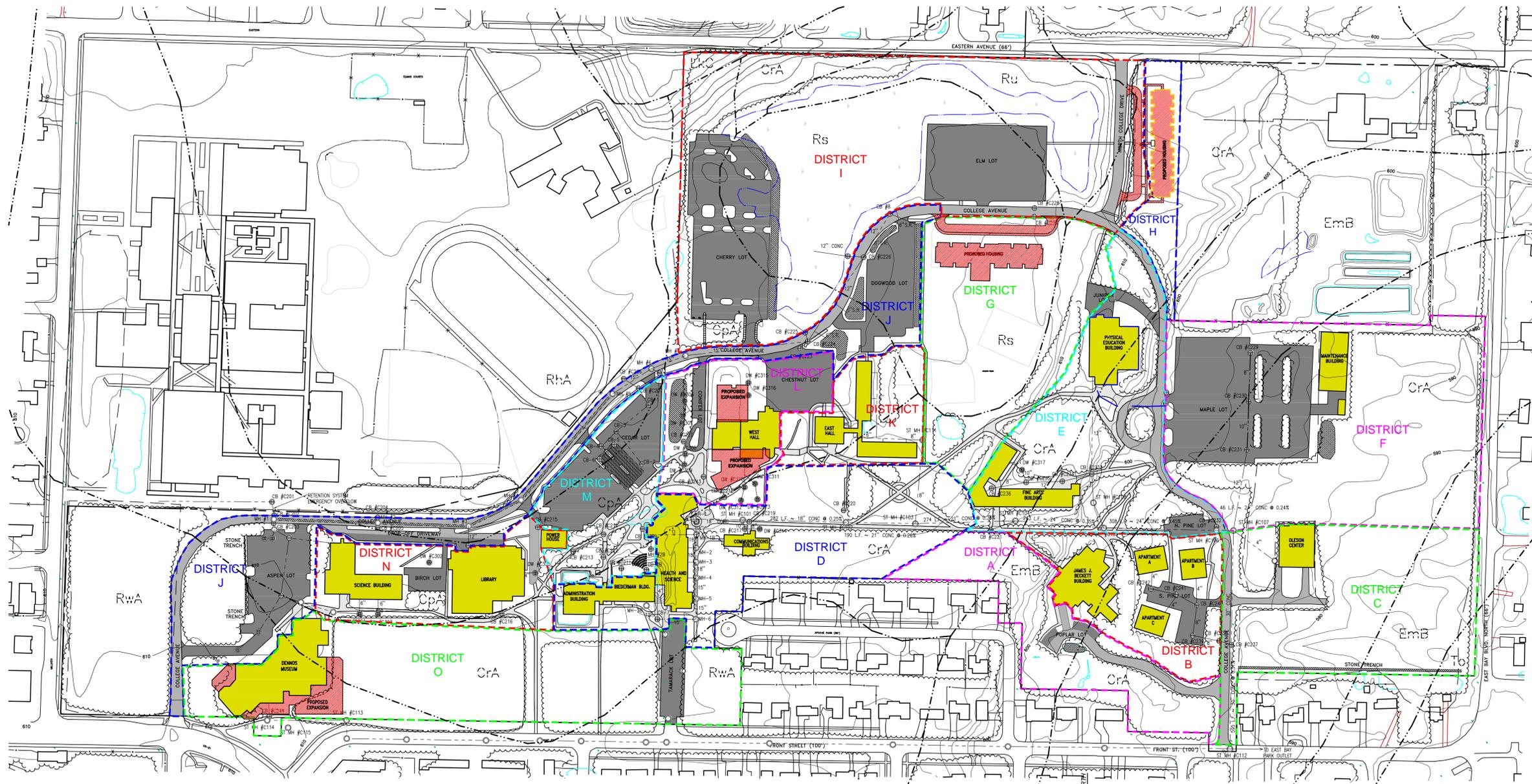
**USDA SOIL SERIES LEGEND**

ID	DESCRIPTION
CpA	Croswell loamy sands, 0 to 2% slopes
CrA	Croswell-Rubicon sands, 0 to 2% slopes
EmB	East Lake-Mancelona loamy sands, 0 to 2% slopes
LeB	Lake Beach and Eastport sand, 0 to 6% slopes
LkC	Leelanau-Kalkaska loamy sands, 6 to 12% slopes
LkE	Leelanau-Kalkaska loamy sands, 18 to 25% slopes
LkE2	Leelanau-Kalkaska loamy sands, 18 to 25% slopes, moderately eroded
LkF	Leelanau-Kalkaska loamy sands, 25 to 45% slopes
RhA	Richter loams, 0 to 2% slopes
Rs	Rifle peat
Ru	Roscommon mucky loamy sand
RwA	Rubicon sand, 0 to 2% slopes
To	Tonkey sandy loam

**CAMPUS NATURAL FEATURES OVERLAY**

SCALE: 1" = 200'





**MASTER STORM WATER DRAINAGE PLAN - MAIN CAMPUS**

SCALE: 1" = 150'



DISTRICT	TOTAL DISTRICT AREA (SFT)	EXISTING OPEN SPACE (SFT)	EXISTING IMPERVIOUS AREAS			PROPOSED IMPERVIOUS (BUILDING/SIDEWALK/DRIVE)
			SIDEWALKS (SFT)	DRIVES / PARKING (SFT)	BUILDINGS (SFT)	
A	154,063	134,070	2,243	17,750	0	-
B	151,127	90,848	5,901	16,355	38,023	-
C	286,973	253,960	0	21,895	11,118	-
D	287,435	206,092	30,657	0	50,686	-
E	221,862	131,783	20,816	28,795	40,468	-
F	528,490	371,998	3,754	139,898	12,840	-
G	273,687	260,139	9,796	3,752	0	26,284
H	60,257	60,257	0	0	0	18,438
I	710,590	517,240	3,513	189,837	0	9,239
J	308,586	117,724	10,051	180,811	0	-
K	93,810	66,819	6,468	0	20,523	-
L	139,574	71,387	14,304	35,796	18,087	19,713
M	129,499	47,382	15,750	66,367	0	-
N	151,766	76,070	11,633	12,083	51,980	-
O	363,987	299,414	5,382	17,434	41,757	19,811
NON-DISTRICT	213,144	213,144	-	-	-	-
TOTAL (MAIN CAMPUS)	4,074,850	2,918,327 (71.62%)	140,268 (3.44%)	730,773 (17.93%)	285,482 (7.01%)	-
N. PROPERTY	55.5 ACRE	-	-	-	3,200	-

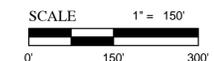
**LEGEND**

- CAMPUS BOUNDARY
- CATCH BASIN
- DRY WELL
- STORM MANHOLE
- STORM SEWER
- UNDERGROUND RETENTION AREA
- RETENTION BASIN
- DRAINAGE DISTRICT (COLOR VARIES)
- SOIL SERIES BOUNDARY & ID
- TREELINE
- EXISTING BUILDING
- EXISTING PAVEMENT
- EXISTING SIDEWALK
- FUTURE IMPROVEMENT

**USDA SOIL SERIES LEGEND**

ID	DESCRIPTION
CpA	Croswell loamy sands, 0 to 2% slopes
CrA	Croswell-Rubicon sands, 0 to 2% slopes
EmB	East Lake-Mancelona loamy sands, 0 to 2% slopes
LeB	Lake Beach and Eastport sand, 0 to 6% slopes
LkC	Leelanau-Kalkaska loamy sands, 6 to 12% slopes
LkE	Leelanau-Kalkaska loamy sands, 18 to 25% slopes
LkE2	Leelanau-Kalkaska loamy sands, 18 to 25% slopes, moderately eroded
LkF	Leelanau-Kalkaska loamy sands, 25 to 45% slopes
RhA	Richter loams, 0 to 2% slopes
Rs	Rifle peat
Ru	Roscommon mucky loamy sand
RwA	Rubicon sand, 0 to 2% slopes
To	Tonkey sandy loam

NOTES:  
1. SEE SHEET 2 FOR STORMWATER RUNOFF INFORMATION.



**PROPERTY LEGAL DESCRIPTIONS (FROM GRAND TRAVERSE COUNTY TAX RECORDS):**

**PARCEL ID: 51-101-001-00**  
PARTS OF SECTION 1 T27N R11W AS FOLLOWS: SW 1/4 OF NE 1/4 EXCEPT W 396 FEET, SE 1/4 OF NE 1/4 EXCEPT E 33 FEET AND EXCEPT COMMENCING 40 FEET S AND 33 FEET W OF NE CORNER OF SE 1/4 OF NE 1/4 THENCE SOUTH 680 FEET THENCE W 150 FEET THENCE S 20 FEET THENCE W 700 FEET THENCE N 700 FEET THENCE E TO POB. PART OF NE 1/4 OF SW 1/4 LYING N OF FRONT STREET EXCEPT PARCEL DESCRIBED AS COMMENCING ON C/L FRONT STREET 675 FEET W OF N AND S 1/4 LINE SECTION 1 THENCE N 549 FEET THENCE W 75 FEET THENCE S TO C/L FRONT STREET THENCE E TO POB AND EXCEPT W 66 FEET. ALSO PART OF NE 1/4 OF SW 1/4 DESCRIBED AS COMMENCING AT INTERSECTION OF NE ROW OF MUNSON AVENUE AND N-S 1/4 LINE OF SAID SECTION 1 THENCE N ALONG SAID 1/4 LINE 594.11 FEET TO CENTERLINE OF FRONT STREET THENCE W 596.4 FEET M/L ALONG CENTERLINE EXT TO NW ROW OF FRONT STREET AND POB THENCE CONTINUING W ALONG SAME BEARING TO NE ROW OF MUNSON AVENUE THENCE NW ALONG SAID ROW OF MUNSON AVENUE TO N ROW OF FRONT STREET THENCE E ALONG N ROW OF FRONT STREET EXTENDED TO NW ROW OF FRONT STREET THENCE SW ALONG SAID ROW TO POB EXCEPT THAT PART OF NE 1/4 OF SW 1/4 DESCRIBED AS COMMENCING ON CENTERLINE OF FRONT STREET 675 FEET W OF 1/4 LINE THENCE N TO N ROW OF FRONT STREET EXTENDED THENCE W 75 FEET THENCE S TO CENTERLINE OF FRONT STREET THENCE E TO POB. ALSO W 24 RODS OF NW 1/4 OF SE 1/4 LYING N OF N LINE OF FRONT STREET. COMMENCING AT CENTER POST SECTION 1 THENCE W ALONG 1/4 LINE 359 FEET THENCE N 76° E 333 FEET THENCE N 38°58'54"E 887.37 FEET THENCE S 0°3'W 614 FEET TO E W 1/4 LINE THENCE W ALONG 1/4 LINE 396 FEET TO POB SUBJECT TO EASEMENT FOUND IN L:2054 P:621.

**PARCEL ID: 51-101-004-00**  
THAT PART OF NE 1/4 OF SW 1/4 OF SECTION 1 T27N R11W DESCRIBED AS COMMENCING ON CENTERLINE OF FRONT STREET 675 FEET W OF 1/4 LINE THENCE N TO E & W 1/2 LINE THENCE W 75 FEET THENCE SOUTH TO CENTERLINE OF FRONT STREET THENCE E TO POB EXCEPT N 66 FEET THEREOF.

**PARCEL ID: 51-101-007-00**  
THAT PART OF NE 1/4 OF SW 1/4 SECTION 1 T27N R11W DESCRIBED AS COMMENCING AT INTERSECTION OF NE ROW OF MUNSON AVENUE AND N-S 1/4 LINE OF SAID SECTION 1 THENCE N ALONG SAID 1/4 LINE 594.11 FEET TO CENTERLINE OF FRONT STREET THENCE W 596.4 FEET M/L ALONG CENTERLINE EXTENDED TO NW ROW OF FRONT STREET AND POB, THENCE CONTINUING W ALONG SAME BEARING TO NE ROW OF MUNSON AVENUE THENCE SE ALONG SAID ROW OF MUNSON AVENUE TO NW ROW OF FRONT STREET THENCE NE TO POB.

**PROPERTY LEGAL DESCRIPTIONS (FROM GRAND TRAVERSE COUNTY TAX RECORDS):**

**PARCEL ID: 51-101-090-00**  
THAT PART GOV LOT 3 SECTION 1 T27N R11W DESCRIBED AS COMMENCING ON N LINE FRONT STREET 676.1 FEET W OF E LOT LINE THENCE N 170 FEET M/L THENCE E TO W LINE EAST BAY BLVD THENCE N ALONG BLVD 380 FEET M/L TO 1/2 LINE THENCE W ALONG 1/2 LINE TO NW CORNER GOV LOT 3 THENCE S 260 FEET M/L THENCE E 33 FEET THENCE S 181 FEET M/L THENCE E 294.02 FEET M/L THENCE S 111.24 FEET TO N LINE FRONT STREET THENCE E ALONG ST LINE TO POB.

**PARCEL ID: 51-746-046-00**  
LOTS 47-48-62-63-64-65 & THAT PART LOT 74 LYING N OF EXTENSION EASTERLY OF LOTS 76-82 INCLUSIVE. LOTS 75 THROUGH 84 INCLUDING ALSO VAC APACHE PASS ADJ TO LOTS 63 & 64 & EXC STR/W ADJ TO LOTS 62 & 65. ALSO N 148 FEET OF NW 1/4 OF SE 1/4 SECTION 1 T27N R11W LYING E OF W LINE OF VAC BRYANT ST EXC ST R/W'S INDIAN WOODS ADD.

**PARCEL ID: 51-101-095-00**  
GOVT LOT 5 SEC 1 T27N R11W EXCEPT THAT PART LYING WITHIN PLAT OF HURON HILLS #3 & EXCEPT THAT PART DESCRIBED AS COMMENCING AT N 1/2 CORNER SAID SECTION THENCE N 89°38' E 1318.52 FEET ALONG N LINE OF SECTION 1 TO POB THENCE N 89°38' E 33 FEET THENCE S 0° 11' W 130.53 FEET THENCE SWLY 97.43 FEET ALONG ARC 138 FOOT RADIUS CURVE TO RIGHT (LONG CHORD-S 20°24'33" W 95.42 FEET) THENCE N 0°11' E 219.93 FEET TO POB. (FOR ROAD ROW)

**MASTER STORM WATER DRAINAGE PLAN**  
NORTHWESTERN MICHIGAN COLLEGE

Project No. 2016070001.01  
Sheet 1 of 2

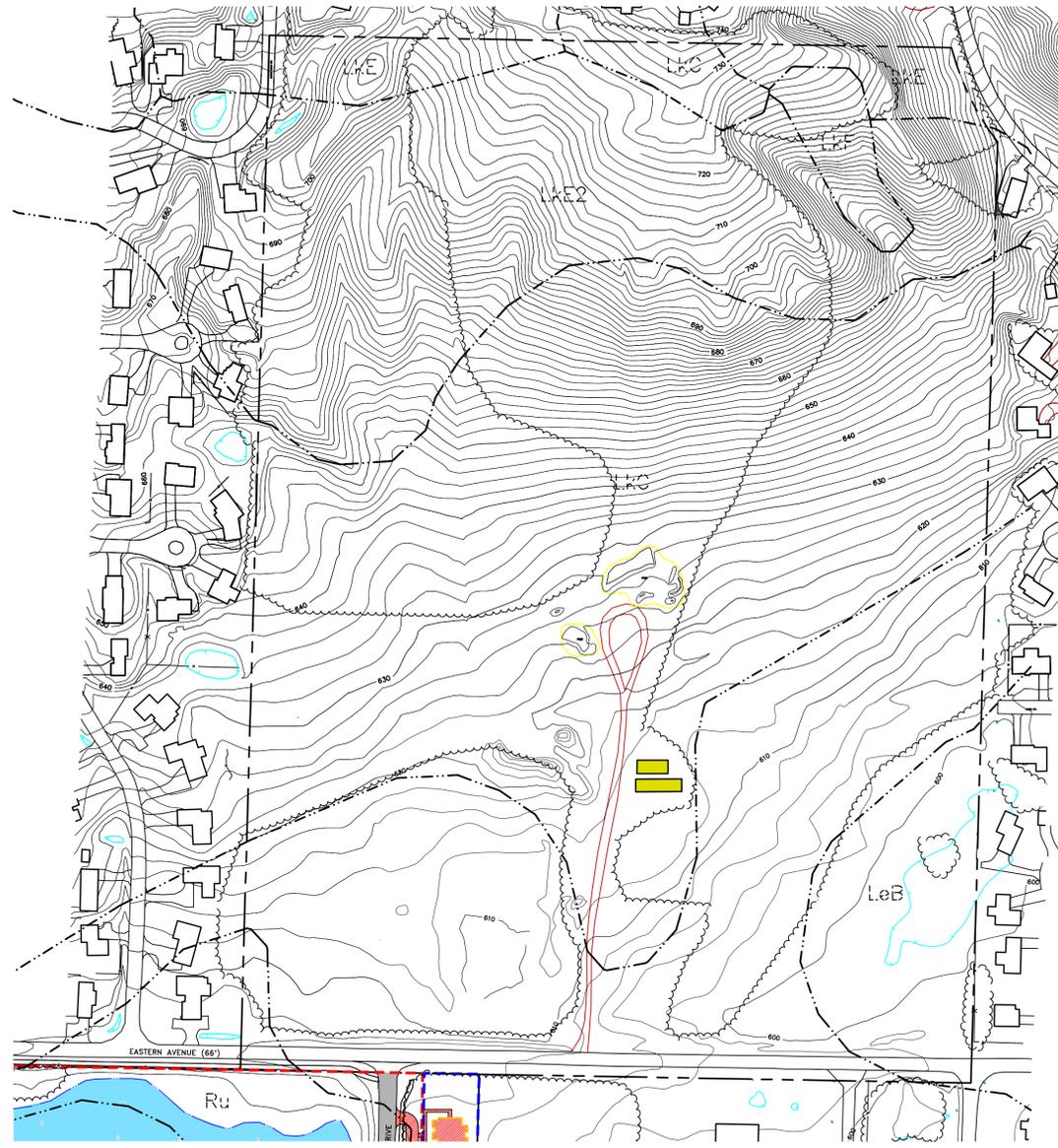
Gosling Czubak  
engineers & architects, inc.  
12000 University Ave., Suite 100  
Traverse City, MI 49684-9807  
231-946-9191 800-968-1082  
fax 231-941-6620

By: erb  
Checked By: RMV

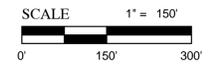
Date: 04-26-2016  
Scale: AS NOTED

Location: NORTHWESTERN MICHIGAN COLLEGE  
TRAVERSE CITY, MICHIGAN

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



**MASTER STORM WATER DRAINAGE PLAN - NORTH CAMPUS PROPERTY**  
SCALE: 1" = 150'



LEGEND	
---	CAMPUS BOUNDARY
⊕	CATCH BASIN
⊙	DRY WELL
○	STORM MANHOLE
---	STORM SEWER
▨	UNDERGROUND RETENTION AREA
▩	RETENTION BASIN
---	DRAINAGE DISTRICT (COLOR VARIES)
---	Soil Series
---	BOUNDARY & ID
---	EmB
---	TREELINE
■	EXISTING BUILDING
■	EXISTING PAVEMENT
■	EXISTING SIDEWALK
■	FUTURE IMPROVEMENT

EXISTING STORM WATER RUNOFF CONTROL SUMMARY						
MAIN DISTRICT	SUB-AREA	STORM WATER RUNOFF CONTROLTYPE	DESIGN CRITERIA	STORAGE VOLUME		NOTES
				REQUIRED	PROVIDED	
A						
B	BUILDING	STORM SEWER	10 YR STORM	-	-	SEE STORM SEWER TABLE
	UNDEVELOPED	SURFACE/ DRY WELLS				
C	BUILDING	STORM SEWER	10 YR STORM	-	-	SEE STORM SEWER TABLE
	UNDEVELOPED	SURFACE/ DRY WELLS				
D	BUILDING	STORM SEWER	10 YR STORM	-	-	SEE STORM SEWER TABLE
	UNDEVELOPED	SURFACE/ DRY WELLS				
E	BUILDING	STORM SEWER	10 YR STORM	-	-	SEE STORM SEWER TABLE
	UNDEVELOPED	SURFACE/ DRY WELLS				
F	BUILDING	STORM SEWER	10 YR STORM	-	-	SEE STORM SEWER TABLE
	UNDEVELOPED	SURFACE/ DRY WELLS				
G	SIDEWALKS	SURFACE INFILTRATION				EXISTING ATHLETIC FIELDS
H						UNDEVELOPED WOODLAND
I	ELM LOT, COLLEGE DR.	WETLAND RETENTION	NONE	NOT KNOWN	WETLAND	
	CHERRY LOT	WETLAND RETENTION	DETAIN FIRST 1/2"	3,976 CFT	4,500 CFT	
J	COLLEGE DR.	UNDERGROUND INFILTRATION	2 INCHES RUNOFF	16,667 CFT	16,819 CFT	ASPEN LOT SYSTEM CONNECTED TO COLLEGE DRIVE SYSTEM AT CB#203.
	ASPEN LOT	UNDERGROUND INFILTRATION	NOT KNOWN	NOT KNOWN	(2) 1,200 GAL DRYWELL + CB DRYWELLS + STONE	DOGWOOD BASINS SLOW RELEASES CONNECTED TO COLLEGE DRIVE SYSTEM
	DOGWOOD LOT	RETENTION BASIN	2.5 INCHES RUNOFF	7,255 CFT	7,858 CFT	
K	SIDEWALKS	SURFACE INFILTRATION				
	BUILDING	STORM SEWER	10 YR STORM	-	-	SEE STORM SEWER TABLE
L	BUILDING	DRY WELLS	NOT KNOWN		NOT KNOWN	
	CHESTNUT LOT	RETENTION BASIN	2.0 INCHES RUNOFF	4,500 CFT	3,511 CFT	CONNECTED TO DOGWOOD LOT BASINS
	CONIFER LOT	RETENTION BASIN	2.5 INCHES RUNOFF	2,744 CFT	3,255 CFT	
M	CEDAR LOT	UNDERGROUND INFILTRATION	2.5 INCHES RUNOFF	14,893 CFT	15,806 CFT	
	SIDEWALKS	DRY WELLS	NOT KNOWN		NOT KNOWN	
N		DRY WELLS	NOT KNOWN		NOT KNOWN	
O						

STORM SEWER SYSTEM									
FROM MH	FROM ELEV. (FT)	TO MH	TO ELEV. (FT)	SLOPE (%)	LENGTH (FT)	MATERIAL	DIAMETER (IN)	MAX FLOW (CFS)	10 YR-24 HR. EVENT MAX FLOW (CFS)
1	597.39	C101	597.05	0.25	134.00	CONCRETE	18	4.58	7.42
C101	596.61	C102	595.90	0.25	282.20	CONCRETE	18	4.56	7.68
C102	595.50	C103	595.01	0.26	189.80	CONCRETE	21	6.98	7.41
C103	594.92	C104	593.93	0.36	273.90	CONCRETE	21	8.25	10.03
C104	593.62	C105	592.77	0.35	242.60	CONCRETE	24	11.60	10.00
C105	592.67	C106	591.28	0.45	308.00	CONCRETE	24	13.17	15.45
C106	591.18	C107	591.07	0.24	46.00	CONCRETE	24	9.58	15.01
C107	591.05	C112	588.03	0.51	594.00	CONCRETE	30	25.34	31.88
C113		016001						7.53	4.71

**STORMWATER FEATURES NARRATIVE**

THE EXISTING STORMWATER CONTROL SYSTEM FOR THE MAIN CAMPUS CONSISTS OF SEVERAL DIFFERENT TYPES OF STORMWATER CONTROL MEASURES. THE VARIOUS MEASURES INCLUDE STORM SEWERS, DRYWELLS, RETENTION BASINS, UNDERGROUND INFILTRATION, SURFACE INFILTRATION, AND WETLAND. THE STORMWATER RUNOFF CONTROL SUMMARY TABLE IDENTIFIES THE MEASURES BY THE DRAINAGE DISTRICTS IDENTIFIED FOR CAMPUS.

CAMPUS INFRASTRUCTURE IMPROVEMENTS OVER THE PAST 15 YEARS HAVE INCLUDED REMOVING OLD STORM SEWER THAT DRAINED COLLEGE AVENUE AND REPLACING IT WITH UNDERGROUND INFILTRATION. RUNOFF FROM CEDAR LOT WAS ALSO DIRECTED TO UNDERGROUND INFILTRATION WHEN THIS LOT WAS RECONSTRUCTED FOR THE HEALTH AND SCIENCE BUILDING.

FUTURE IMPROVEMENTS IDENTIFIED FOR CAMPUS INCLUDE SEVERAL BUILDING ADDITIONS AND NEW STUDENT HOUSING. NO NEW PARKING LOTS ARE PROPOSED EXCEPT FOR SMALL DROP OFF DRIVES AT THE HOUSING UNITS. STORM WATER RUNOFF FROM THE FUTURE IMPROVEMENTS IS PROPOSED TO BE ADDRESSED ON A CASE BY CASE BASIS CONFORMING TO THE TRAVERSE CITY GROUND WATER PROTECTION AND STORM WATER CONTROL ORDINANCE IN EFFECT. RUNOFF CONTROL FACILITIES WILL BE DESIGNED TO CITY GUIDELINES TO PROTECT WATER QUALITY AND PREVENT UNWANTED FLOODING. PROPOSED RUNOFF CONTROL MEASURES MAY INCLUDE COMBINATIONS OF SWALES, RAIN GARDENS, RETENTION BASINS, AND SLOW RELEASE OUTLETS TO STORM SEWERS.

IT IS RECOGNIZED THAT THERE ARE SOME AREAS OF PROBLEMS AND CONCERN WITH PARTS OF THE EXISTING STORMWATER INFRASTRUCTURE. AS FUTURE IMPROVEMENTS ARE DESIGNED, THE COLLEGE WILL CONTINUE TO WORK WITH THE CITY TO IMPLEMENT REASONABLE MEASURES TO DEAL WITH STORM WATER RUNOFF ISSUES.

- NOTES:**
1. MASTER STORM WATER DRAINAGE PLAN SHOWN IS UPDATED FROM PREVIOUS MASTER STORM WATER DRAINAGE PLANS INCLUDING "STORM SEWER PLAN" PREPARED BY ELMER'S DATED MARCH 16, 1999 AND "MASTER UTILITY PLAN - STORM SEWER UTILITY PLAN" PREPARED BY GOURDIE FRASER ASSOCIATES DATED 11/24/2000.
  2. UPDATED INFORMATION REFLECTED IN THIS PLAN IS FROM THE FOLLOWING PROJECT DRAWINGS:
    - A. HEALTH AND SCIENCES BUILDING PROJECT SITE PLANS PREPARED BY GOSLING CZUBAK DATED 4/27/2001.
    - B. PROPOSED PARKING FACILITY PLAN (CHERRY LOT) PREPARED BY GOSLING CZUBAK DATED 06/18/2001.
    - C. VARIOUS LOT RECONSTRUCTION PROJECT PLANS PREPARED BY ELMER'S DATED 7/9/2002.
    - D. COLLEGE DRIVE IMPROVEMENTS PROJECT PREPARED BY ELMER'S DATED 4/23/2003 AND REVISED 5/5/2003.
  3. PROPERTY BOUNDARY SHOWN NOT A LEGAL SURVEY.

**MASTER STORM WATER DRAINAGE PLAN**  
NORTHWESTERN MICHIGAN COLLEGE

Project No. 2016070001.01  
Sheet 2 of 2

By:   
Revision:   
Date:   
No:   
Drawn By:   
Checked By:   
Date: 04-14-2016   
Scale: AS NOTED

Gosling Czubak  
engineering sciences, inc.  
12000 College Rd., Suite 100  
Traverse City, MI 49684-9807  
231-946-9191 800-968-1062  
fax 231-941-1603



## Communication to the Planning Commission

---

FOR THE MEETING OF: JUNE 7, 2016

FROM: MISSY LUICK, PLANNING AND ENGINEERING ASSISTANT

SUBJECT: CAPITAL IMPROVEMENT PROGRAM COMMUNICATION  
AND PROJECT LIST POSSIBLE ACCEPTANCE

DATE: JUNE 2, 2016

The Capital Improvement Program (CIP) was adopted by the Planning Commission on April 5, 2016. After the Planning Commission's approval, the CIP was amended by the City Manager's office due to budget constraints. The City Commission further also amended the document.

All of the changes to the CIP have been identified on the document called "CIP edits since 2/2/16 updated 6/2/16".

The Capital Improvement Program page online includes the CIP drafts, updates and communications. <http://www.traversecitymi.gov/capitalimprove.asp>

The CIP committee wanted to make sure that changes to the CIP after the Planning Commission's adoption were communicated back to the Planning Commission.

---

The document titled "Capital Projects selected for further review by the Planning Commission" identifies the projects that will be brought back to the Planning Commission for consistency with the Master Plan review. We only selected projects that we thought the Planning Commission would like to see that are in fiscal years 16/17 and 17/18. If the Planning Commission would like to add to the list, we can edit the document.

If you agree with this list, the following motion would be appropriate:

**I move that the *Capital Projects Selected for Further review by the Planning Commission* document be accepted.**

Attachments:

- CIP Edits since 2/2/16 updated 6/2/16
- Capital Projects Selected for Further Review

## CIP edits since 2/2/16

1. **#864 STREETS-Boardman Lake Avenue- 8<sup>th</sup> to 14<sup>th</sup> Street (+Brownfield)**- The current planning and design efforts underway were added to the current year column in the amount of \$86,600.
2. **#778 PARK-Public Pier (+Grant +Private)**- The \$20,000 intended for costs associated with permit fees was removed from the budget area as well as the project description. Project category was changed from Capital to Visionary. Also, Brown Bridge as a possible funding source was removed from the title.
3. **#977 TCFD-Fire detection and suppression system installation**- moved from subclass "Facilities" to "Fire."
4. **#976 TCFD-Storage building at Fire Station 02**- moved from subclass "Facilities" to "Fire."
5. **#948 WW-Digester 3 and 4 Reconditioning per 2017/2018 Condition Assessment**- For both projects, digester #3's related expenses will now be included in 2016/2017, and the expenses related to digester #4 remained the same.
6. **#966 WW-Digester Condition Assessment**-For both projects, digester #3's related expenses will now be included in 2016/2017, and the expenses related to digester #4 remained the same.
7. **#811 TCLP - OVERHEAD TO UNDERGROUND CONVERSION PROJECTS**-modify the description to remove Spruce Street.
8. **#978 PLAN- Projects submitted by the Planning Commission**- Project description was cut off on narrative report. The full description is included in the Project Description and Project Justification boxes.
9. **#370 - TCFD Overhead Garage Doors (Station 01 and Station 02)**- Project removed from CIP. It has been completed.
10. **#841 - TCFD - Replacement of portable radios**- Project removed from CIP. It will become part of the 800 Mghz radio replacement project being funded through Grand Traverse County 911 and therefore should be removed from the City CIP.
11. **#840 - TCFD - Replacement phone system**- Project removed from CIP- This project has been completed.
12. **#839 - TCFD - Tablets for emergency response vehicles**-Project removed from CIP-This project has been completed.
13. **#894 WW-West Biosolids Storage Tank Pump Upgrade**- to get the budget to balance better, this project was moved out of 2016/2017 budget year and placed in the 2018/2019 budget year.
14. **#114 WATER-Filters 1, 2 & 3 Media Replacement & Surface Wash Upgrades**- project moved out one year due to budget and staff capacity
15. **#930 WATER-Electrical Gear Upgrades at WTP & Low Service**- project moved out one year due to budget and staff capacity
16. **TCLP**- Project funding detail has been added back into the CIP for all of their projects.

17. **Traverse City Parking Services**- Six new projects added. They are:  
Camera System Upgrades  
Lot C Resurfacing  
Lot J Resurfacing  
Lot K Expansion  
Lot T Resurfacing  
Lot V Expansion
18. **#924 FACILITIES- Carnegie Building Improvements**- \$50,000 from general fund was added to the freight elevator project in FY 16/17 bringing the total project cost to \$220,000. 3/22/16 update- \$50,000 is no longer coming from general fund and will come from TIF 2. Total project cost remains \$220,000
19. **#985 WATER-Coagulant Bulk Storage Tanks Replacement**- New project added to year 16/17 in Water Fund for \$50,000.
20. **#538 PARK-Clancy Park Improvements - Phase 1 and Phase 2 (+Grant +BBTF +Private+General)**- Project implementation was moved to year 17/18 because design and survey work needs to be completed this summer/fall. \$10,000 was added to year 16/17 from the General Fund with the idea that it is needed to cover survey, design/engineering consultant fees as well as provide for a project contingency if needed.
21. Projects **#288 WATER-Automated Meter Reading System (AMR) (+WasteWater)**, **#533 WATER-Water Meters**, **#344 WW-Automated Meter Reading System AMR (+Water)**, and **#534 WW-Water Meters** were deleted and projects **#986 WATER-Automated Metering Infrastructure (+Wastewater)** and **#987 WW-Automated Metering Infrastructure (+ Water)** were added as replacement projects.
22. **#942 WALK-TART Trail Reconstruction from Woodmere to 3 Mile**- Grant funds have not been applied for, so the project is being moved to FY 17/18.
23. **#922 FACILITIES-2<sup>nd</sup> Floor Governmental Center Remodel**- FY 16/17 project cost was reduced from \$100,000 to \$20,000 based on actual quote for services.
24. **#947 PARK- Allocation for Brown Bridge Trust Parks Improvement Fund**- This project was deleted, since individual projects are being approved separately by the City Commission.
- 

#### **Changes made after Planning Commission's approval of CIP on 4/5/16**

25. **#902 WW-Primary Header Replacement**- The project cost has been increased to \$500,000 (formerly was \$220,000) split evenly between Sewer Fund and Private based on increased cost estimates.
26. **#717 STREETS- East Front Streetscapes**- deleted. Duplicate project. See project #705 STREETS-East Front Streetscapes
27. **#18 STREETS-Park Street Streetscapes (+L&P)**- Project description adjusted to reflect that TCLP board approved participation of \$100,000 for lighting associated with the streetscape
-

28. **#61 STREETS-Cass & Lake: Streetscape Improvements (+SID) (+L&P)**- Project description adjusted to reflect that TCLP board approved participation of \$350,000 for lighting associated with the streetscape
  29. **#950 GEN GOVT-New Voting Technology**- The \$50,000 purchase was moved from FY 16/17 to FY17/18 due to budget constraints.
  30. **#925 GEN GOVT- Purchase new Accounting software**- The \$220,000 purchase was moved from FY 16/17 to FY17/18 due to budget constraints.
  31. **#328 PARK-Hickory Hills Maintenance Facility**- The \$250,000 was separated into two fiscal years. \$50,000 remains in year 16/17 and \$200,000 was moved to FY 17/18 because the construction is expected to take place in summer 2017 which spans both fiscal years.
  32. **#785 PARK-Natural Features Inventory (Planning)**- The \$50,000 study was moved from FY 16/17 to FY17/18 due to budget constraints. The narrative was edited to note that some natural features data is being collected through the city's SAW grant.
  33. **#779 STREETS- Annual Corridor Improvements (E Front, W Front, 8<sup>th</sup>, 14<sup>th</sup> and Garfield)**- Year 16/17 funds reduced to \$0 due to budget constraints and because \$125,000 of General Fund dollars is being allocated to West Front Street (#881) in 16/17.
  34. **#14 STREETS- Annual Street Reconstruction Program (+GTCRC Fund)**- Year 16/17 allocation of \$900,000 was reduced to \$0.00 due to budget constraints. Please note that FY 16/17 includes \$750,000 for street reconstruction from the GTCRC millage fund.
  35. **#15 STREETS- Traffic Signal Power Backup**- FY16/17 allocation of \$22,500 reduced to \$0.00 due to budget constraints.
  36. **#835 WALK- Annual Trail Maintenance**- FY 16/17 allocation of \$50,000 reduced to \$0.00 due to budget constraints.
  37. **#946 WALK-Expand Sidewalk System/Infill gaps**- FY 16/17 allocation of \$100,000 increased to \$300,000 by City Commission action of 5/23/16
-



## City of Traverse City

### Capital Projects selected for further review by the Planning Commission

Michigan Planning Act (Section 61) reads:

“ A street; square, park, playground, public way, ground, or other open space; or public building or other structure shall not be constructed or authorized for construction in an area covered by a municipal master plan unless the **location, character, and extent** of the street, public way, open space, structure, or utility have been submitted to the planning commission by the legislative body, or other body having jurisdiction over the authorization or financing of the project and has been approved by the planning commission.” (Emphasis added)

#### Approved projects, but not yet constructed:

- Garland Streetscape- *approved 7/20/11*
- Cass and Lake Streetscape- *approved 2/7/12*
- 2015 Street Projects (including segments of Franklin, Ninth, Eleventh and Union)- *approved 8/5/14*
- 2015 Street Projects (including segments of State and Plainview)- *approved 9/3/14*
- Pine Street Pedestrian Way- *approved 3/4/14*
- Eighth Street Bridge Repair- *approved 3/4/14*
- West Front Street Bridge Replacement & Streetscape- *approved 3/18/14; 9/3/14*
- Lot D (Boat Launch) Reconstruction- *approved 3/18/14*
- Clancy Park Improvements- *approved 4/1/14*
- Lot B (Farmers Market) Improvements- *approved 8/4/15*
- Division Street PEL- *approved 4/5/16*

#### Projects (only listed are the projects selected for further review in FY16/17 and 17/18):

- Parks and Recreation:
  - Brown Bridge Upper Trail Connector Bridge (east-west)
  - City Lot Project
  - Hannah Park Improvements
  - Hickory Hills Lodge Replacement
  - Hickory Hills Master Plan Improvements
  - Indian Woods Playground
  - Lay Park Improvements
  - Rose and Boyd Triangle Park (Jupiter Gardens)
  - Senior Citizen Park Improvements
  - Union Street Dam: Toe Drain
- Streets, Streetscapes and Bridges:
  - Annual Corridor Improvements
  - Annual Streets Programs
  - Boardman Lake Avenue
  - Division Street Improvements

- Eighth Street (Lake Ave to Woodmere)
- East Front Street Streetscapes (Boardman to Grandview Pkwy)
- East Front Street 300 Block Mid-Block Crosswalk
- West Front Street (Elmwood to Division)
- Park Street Deck Entrance and Streetscapes
- Walks:
  - Annual Sidewalk Improvements and System/Infill Gaps
  - TART Trail Reconstruction from Woodmere to 3 Mile
  - Uptown/West Front Riverwalk from Union Street Dam to West Front Street Bridge
- Other:
  - TCLP-Community Solar Garden
  - West Front Parking Deck