

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

Wednesday, July 6, 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, Chairperson John Serratelli, Jan Warren (arrived at 7:34 p.m.) and Camille Weatherholt

**ABSENT:** Commissioner Jim Tuller

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

3. **ANNOUNCEMENTS-** None.

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. June 7, 2016 Regular Meeting and June 21, 2016 Study Session minutes (Approval recommended)
- B. Possible establishment of Traffic Calming Review Committee (Approval recommended)
- C. Brown Bridge Quiet Area East End Footbridge Project- Review for Consistency with Master Plan (Approval Recommended)

Motion by Commissioner Richardson, second by Commissioner Howe, to approve the Consent Calendar as read. Motion carried 7-0 (Commissioners Tuller and Warren absent).

5. **OLD BUSINESS-** None.

Commissioner Warren arrived at 7:34 p.m.

**6. NEW BUSINESS**

- A.** Consideration of adopting Munson Medical Center Master Site and Facilities Plan dated June 14, 2016 (Approval Recommended)

Commissioner Weatherholt recused herself from this agenda item due to an appearance of a conflict as she is employed by Munson Medical Center. Commissioner Weatherholt left the meeting at 7:34 p.m.

Commissioner Warren arrived at 7:34 p.m.

Mr. Soyring summarized his June 30, 2016 communication to the Planning Commission. Staff is recommending the Master Site and Facility Plan be approved with the understanding that the general concerns or issues raised by staff will be addressed as part of site plan review and approval process as projects come forward.

The following individuals addressed the Commission:

- Steve Tongue, Munson Medical Center
- Chris DeGood, AECOM

Commission discussion.

Motion by Commissioner Warren, second by Commissioner Koebert, that based on the staff analysis provided in the Communication to the Planning Commission memo from the Planning Director dated June 30, 2016 and the attachments listed in the aforementioned memo, I move that the Master Site and Facilities Plan for Munson Medical Center dated June 14, 2016 be approved provided the Circulation Plan is revised to reflect the existing and intended circulation pattern.

Commission discussion.

Motion carried 7-0 (Commissioner Tuller absent, Commissioner Weatherholt recused.)

Commissioner Weatherholt re-joined the meeting at 8:13 p.m.

- B.** Consideration of Site Plan Review requested by Doug Mansfield, Mansfield Land Use Consultants on behalf of Northporte Development, LLC for the properties commonly known as 1106, 1120 and 1128 East Front Street for a pharmacy, coffee shop and retail building (Approval Recommended)

Mr. Soyering explained that the pharmacy, retail building and coffee shop are allowed by right but are required to come before the Planning Commission because the development would generate more than 500 trip ends per day.

Mr. Soyering noted that a revised site plan was emailed and distributed tonight. Mr. Soyering summarized his communication to the Planning Commission dated June 30, 2016 as well as the Site Plan Review Staff Report 16-SPR-01. Mr. Soyering noted that a correction is needed on page 8 of 8 of the site plan staff report because it currently references the wrong site plan number and address and that it be changed to the following, "Staff recommends that *16-SPR-01* for the properties commonly known as *1106, 1120, and 1128 E. Front Street* be approved..." Everything else in the staff report remains.

Commission discussion.

The following individuals addressed the Commission:

- Doug Mansfield, Mansfield Land Use Consultants

Commission discussion.

Motion by Commissioner Howe, second by Commissioner Richardson, that the request from Doug Mansfield, Mansfield Land Use Consultants on behalf of Northporte Development, LLC for Site Plan Review 16-SPR-01 for development of a pharmacy, coffee shop and retail building located at 1106, 1120 and 1128 East Front Street be approved with conditions as outlined in Site Plan Review Staff Report 16-SPR-01 as well as two additional conditions of a 7 foot sidewalk along East Front Street and working to narrow the Garfield Avenue entrance with concurrence by the Fire Department.

Commission discussion.

Motion carried 8-0 (Commissioner Tuller absent).

## 7. CORRESPONDENCE

- A. Community Development Update- June 2016
- B. Land Use Ordinance Matrix- Mrs. Luick explained that this document is a reference tool for the Planning Commission and the public to easily reference what uses are allowed by district without paging through the entire zoning ordinance. The document is posted online with the zoning code.

Commission discussion.

**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.
  - 2. Parking Regulation Committee- Commissioner Serratelli reported. Commission discussion.
  - 3. Traffic Calming Review Committee- No report, the committee was formed earlier in this meeting.
- F. Planning Department—Mrs. Luick reported that the July 19 study session will be cancelled.
  - 1. Public Engagement Plan Committee- No report.
  - 2. Community Development/Economic Development- No report.
  - 3. Capital Improvement Program- No report.

**9. PUBLIC COMMENT-** None.

**10. ADJOURNMENT**

Chairperson Serratelli adjourned the meeting at 9:14 p.m.

Respectfully submitted,

Date: August 2, 2016

Janet Freshman <sub>RS</sub>  
Janet Freshman, Secretary