

TRAVERSE CITY PLANNING COMMISSION REGULAR MEETING

TUESDAY, August 2, 2016

7:30 P.M.

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

Posted: 7/29/16

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. July 6, 2016 Regular Meeting minutes (Approval recommended)
5. **OLD BUSINESS**
6. **NEW BUSINESS**
 - A. West Front Street Project- Review for Consistency with Master Plan (Approval Recommended)
 - B. Letter from Thomas Darga of DargaWorks, Inc., regarding properties commonly known as 205 and 211 Union Street and 205 Garland Street (Discussion)
7. **CORRESPONDENCE**
 - A. Community Development Update- July 2016
 - B. Code Enforcement Report- April-June 2016

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
 - 3. Traffic Calming Review Committee- Commissioners Howe, Fleshman and Weatherholt
- 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

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. Soyring 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. Soyring noted that a revised site plan was emailed and distributed tonight. Mr. Soyring summarized his communication to the Planning Commission dated June 30, 2016 as well as the Site Plan Review Staff Report 16-SPR-01. Mr. Soyring 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: _____

Janet Fleshman, Secretary



Communication to the Planning Commission

FOR THE MEETING OF: August 2, 2016

FROM: Russ Soyring, Planning Director

SUBJECT: Project Review for Consistency with Master Plan for West Front Street

DATE: July 29, 2016

Pursuant to the Michigan Planning Enabling Act, the Planning Commission is being asked to determine if the West Front Street Project is consistent with the Traverse City Master Plan in terms of location, extent and character. Your guidance for reviewing the project is the City Master Plan.

The first block on West Front Street from Division Street to Cedar Street is designated by the Master Plan's Future Land Use Map as TC-5 Downtown. This neighborhood type focuses on pedestrian travel with access to a well-established sidewalk system. Motorized travel speeds are intended to be restrictive. From Cedar Street to Elmwood Avenue, the Master Plan designates this area as TC-3 Traditional where typically streets have curbs, sidewalks and a formal tree lawn.

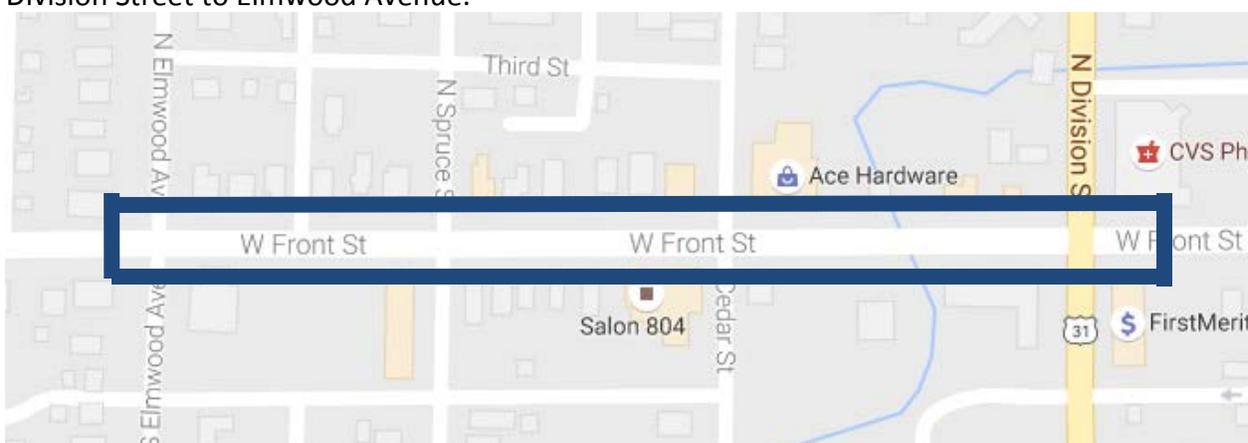
The Corridors Master Plan, which was adopted as a guiding document, characterizes the section from Division to Elmwood as "neighborhood commercial" and recommends two cross sections. From Division Street to Cedar Street, the plan recommends two travel lanes, two bike lanes and two parking lanes. From Cedar Street to Elmwood Avenue, it recommends two travel lanes and two bike lanes. It should be worth noting that the recommended cross sections would need to have a transition area to maneuver from one cross section to another.

Location

The project is located along West Front Street from Division Street to Elmwood Avenue.

Extent

The project falls within the 66-foot wide West Front Street right-of-way from Division Street to Elmwood Avenue.



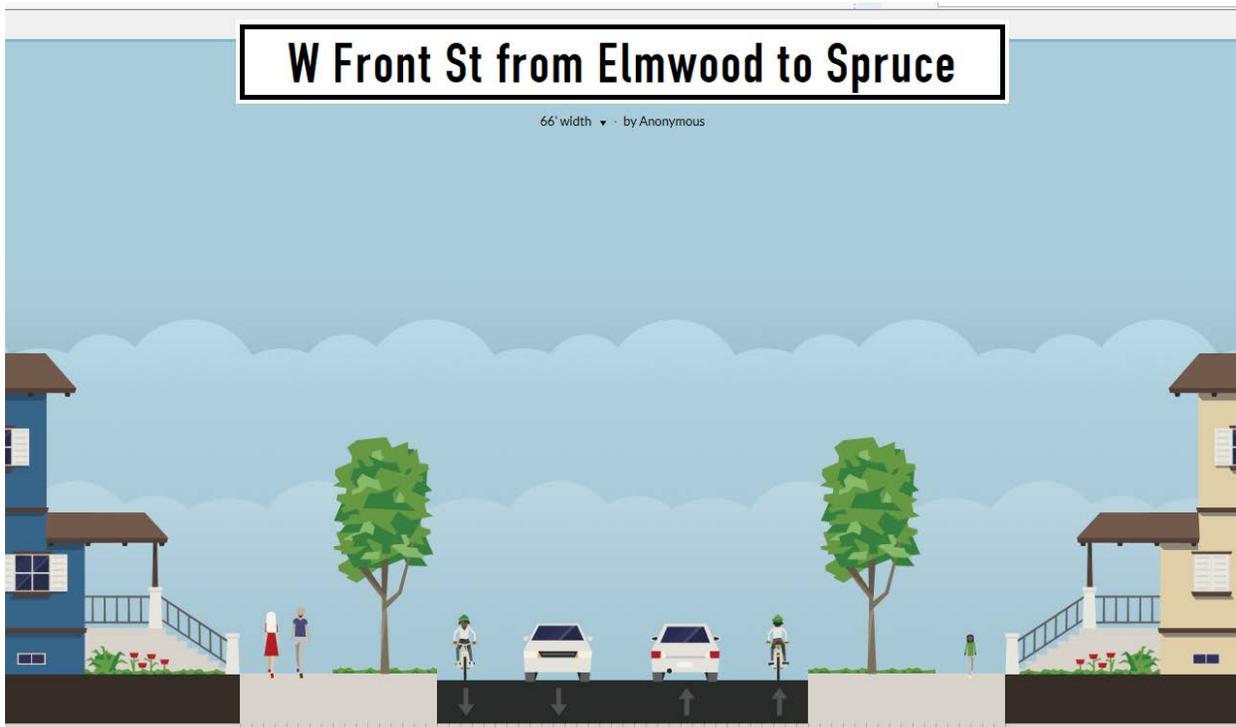
Character

The proposed concepts include sidewalks, travel lanes, turn lanes where needed, bike lanes and tree lawns with street trees where possible that will meet NACTO's Urban Street Design Guide's minimum widths for a street that is both a primary truck and transit route. Parking lanes on the north side are proposed for part of the project and will also be marked at minimum widths.

Bulb outs or neck downs are proposed at the intersections where on-street parking is present with the purpose of shortening the crossing distance for pedestrians while helping to give the street a more narrow appearance to encourage slower travel speeds. On-street parking on the north side of Front Street will also help to encourage slower travel speed. The Transportation Element has as an objective to "Use design elements to increase mobility and decrease speed." This project is intended to meet that objective.

Due to funding constraints lighting, site furniture and similar streetscape elements are not included in the project.

The project area spans 3 blocks, and there are 4 street cross sections as the street profile changes throughout the project area.



W Front St from Elmwood to Spruce, E of Alley

66' width ▾



W Front St from Spruce to Cedar

66' width ▾



W Front St from Cedar to Division

66' width ▾

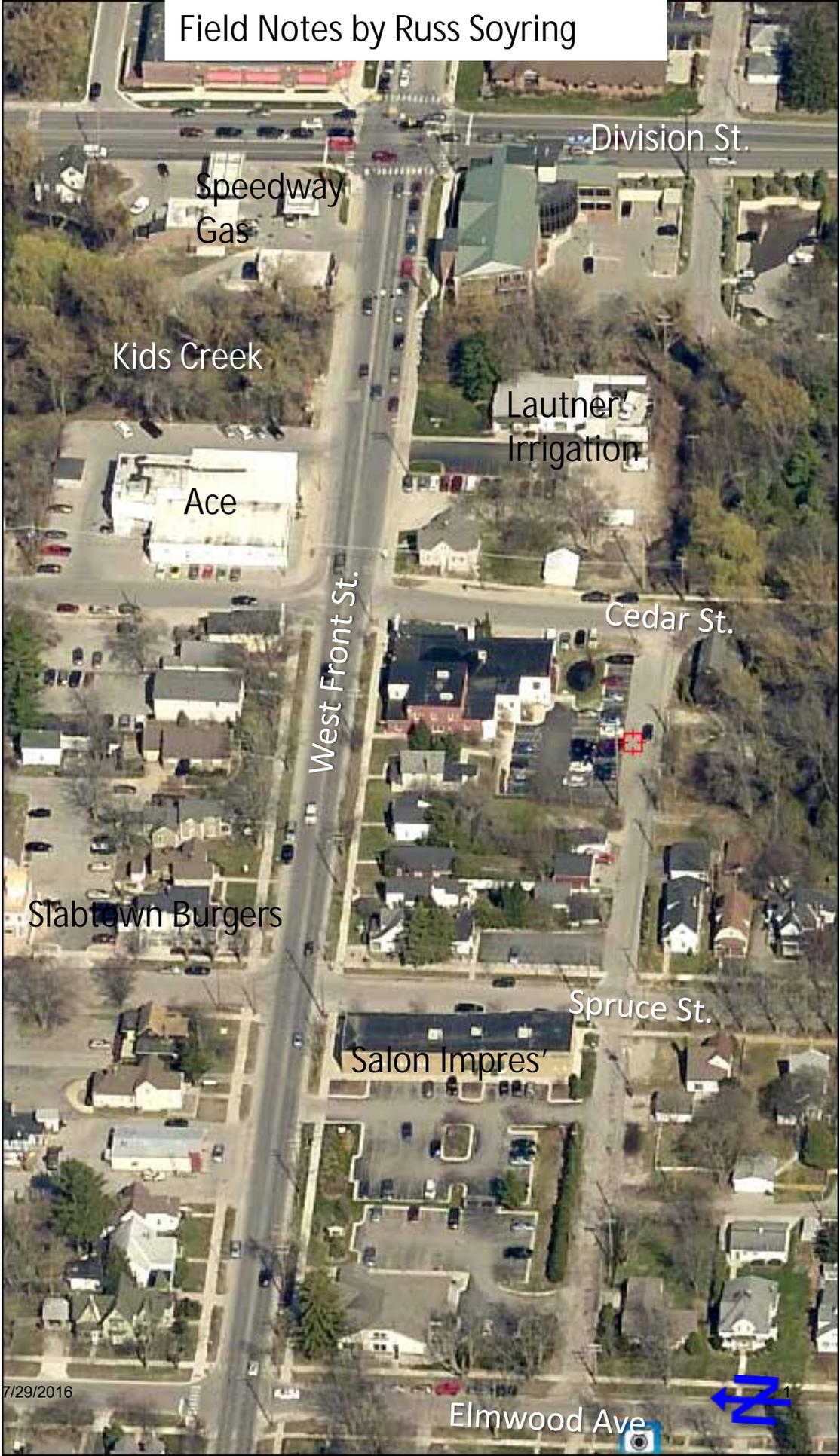


Staff finds the proposed West Front Street Project (west of Division) to be consistent with the Master Plan in terms of its location, extent and character. If the Commission concurs, the following motion would be appropriate:

I move that the West Front Street Project (west of Division) is found to be consistent with the City Master Plan in terms of location, extent and character.

Attachments: Field notes by Russ Soyring

Field Notes by Russ Soyring



Division St.

Speedway Gas

Kids Creek

Ace

Lautner Irrigation

West Front St.

Cedar St.

Slabtown Burgers

Spruce St.

Salon Impres'

7/29/2016

Elmwood Ave





This wide driveway in front of the party store invites motorists to park over the public walk. Eliminating or reducing the driveway width will allow for additional on-street parking in front of the store and would reduce conflicts with parked vehicles on sidewalk.



The wide driveway (about 37 feet wide) invites fast turns and lengthens the conflict zone for pedestrians and motorists. Narrowing the driveway throat may allow for more on-street parking. Driveways need to accommodate delivery trucks.



Heavy understory of vegetation hides pleasant views of Kids Creek. Pruning would open views and create a nice place to rest and view the creek. A sign on the fence identifying the creek's name may also cause people to pause and enjoy the view.



Biking/pedestrian conflict on sidewalk would likely lessen if bike lanes are included as part of the street design. The sidewalk on the south side is generally 6 feet wide.



Sign posts and portable signs restrict the 8-foot wide walk on the north side of the street. Enforcing the Sign Ordinance and moving any necessary sign posts as close as possible to the curb will improve the walking environment.



Bump-outs or neck-downs at street intersections in areas with on-street parking will help to make the sidewalk ramps ADA compliant and pedestrians ready to cross more visible to drivers. The bump-outs will also help to shorten the exposure time for pedestrians crossing the street and may help to slow travel speeds making the street safer for all. The bump-outs will need to take into consideration the needs of delivery trucks turning at these intersections.



Large shade trees on the north side of the sidewalk can be grown or maintained for comfort and beauty since there are few issues with overhead utilities. Maintaining on-street parking while adding bike lanes may limit the ability to plant large shade tree varieties and may require irrigation.



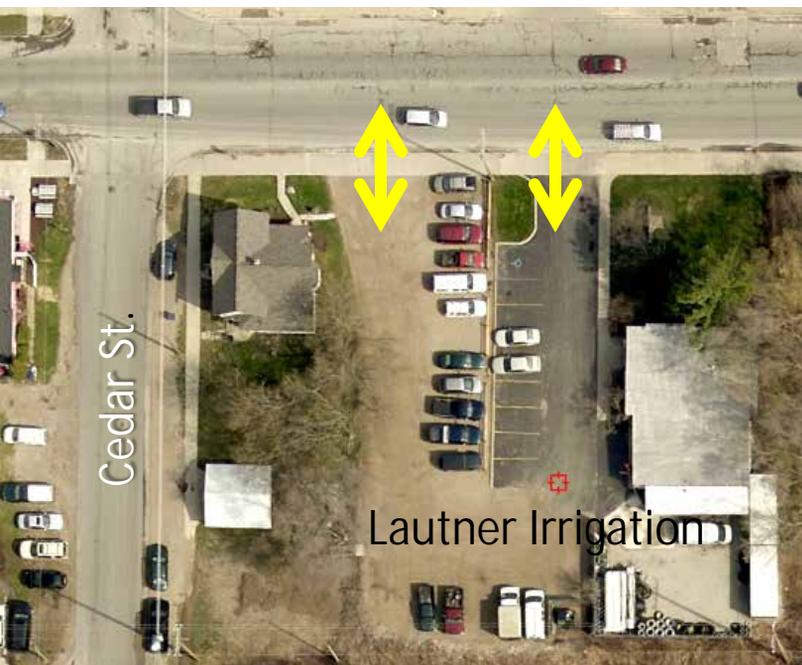
Medium size shade trees are appropriate on the south side of the street where overhead utility lines exist. The trees will help to camouflage the utilities poles and wires. We anticipate that the healthy trees will remain and will consider adding trees where possible.



The street widens in the block closest to Division Street to accommodate three lanes of traffic. The travel lanes are wide enough to accommodate on-street bike lanes.



On-street parking helps to minimize the need for off-street parking lots, slows travel speeds and provides an armor barrier for pedestrians walking along the street.



Driveway consolidation for this business would reduce conflict points for drivers and pedestrians and would make the parking lot more efficient by eliminating a maneuvering lane.



Two traffic counts this year show there are 13,000 to 15,000 vehicles per day on West Front west of Division Street. The average speed was 26 mph near Spruce Street. The 85th percentile was 30 mph. Further west of the study area near Monroe Street the speeds increase about 4 miles per hour.

RECEIVED

JUL 28 2016

PLANNING DEPT
CITY OF
TRAVERSE CITY



July 27, 2016

City Traverse City Planning Commission
Attention: Mr. Russ Soyring, City Planning Director
400 Boardman Avenue
Traverse City, MI 49684

Subject: Request for incremental change to building height from 45 feet as zoned (C4a) to 60 feet, in the adjacent 68 foot height allowed in the adjacent zoned (C4b) South of the new Garland Street connection to Union on the 5th/3rd Drive through property between Union Street and Pine Streets addressed as 205 and 211 Union Street and 205 Garland Street.

Dear Planning Commission and Mr. Soyring,

At this time we would like to formally open a dialog and discussion with the City Planning Commission and members of the Planning Department for the appropriate method and request to permit the construction of a 60 foot building height complex South of the new Garland Street between Union and Pine Street. The proposed structure is currently being designed to deliver up to 120 rental apartments of varying size and configurations on three floors above a Street level retail/commercial storefront complex surrounding parking for up to 500 cars within the Warehouse District.

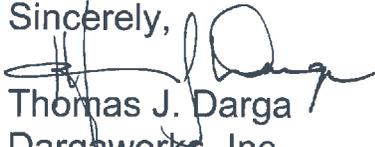
This 4 story structure will be designed for 2nd, 3rd, and 4th floors to deliver apartment units, at varying sizes and price points, all embracing views of the Boardman River, Garland and Union Street frontage, all wrapped around an interior parking system. The roof of the parking garage will be a tenant common space rooftop green space with gathering areas for residents, recreational activity courts, exercise rooms, micro-garden plots and walking track all with views of both Grand Traverse Bay and the Boardman River.

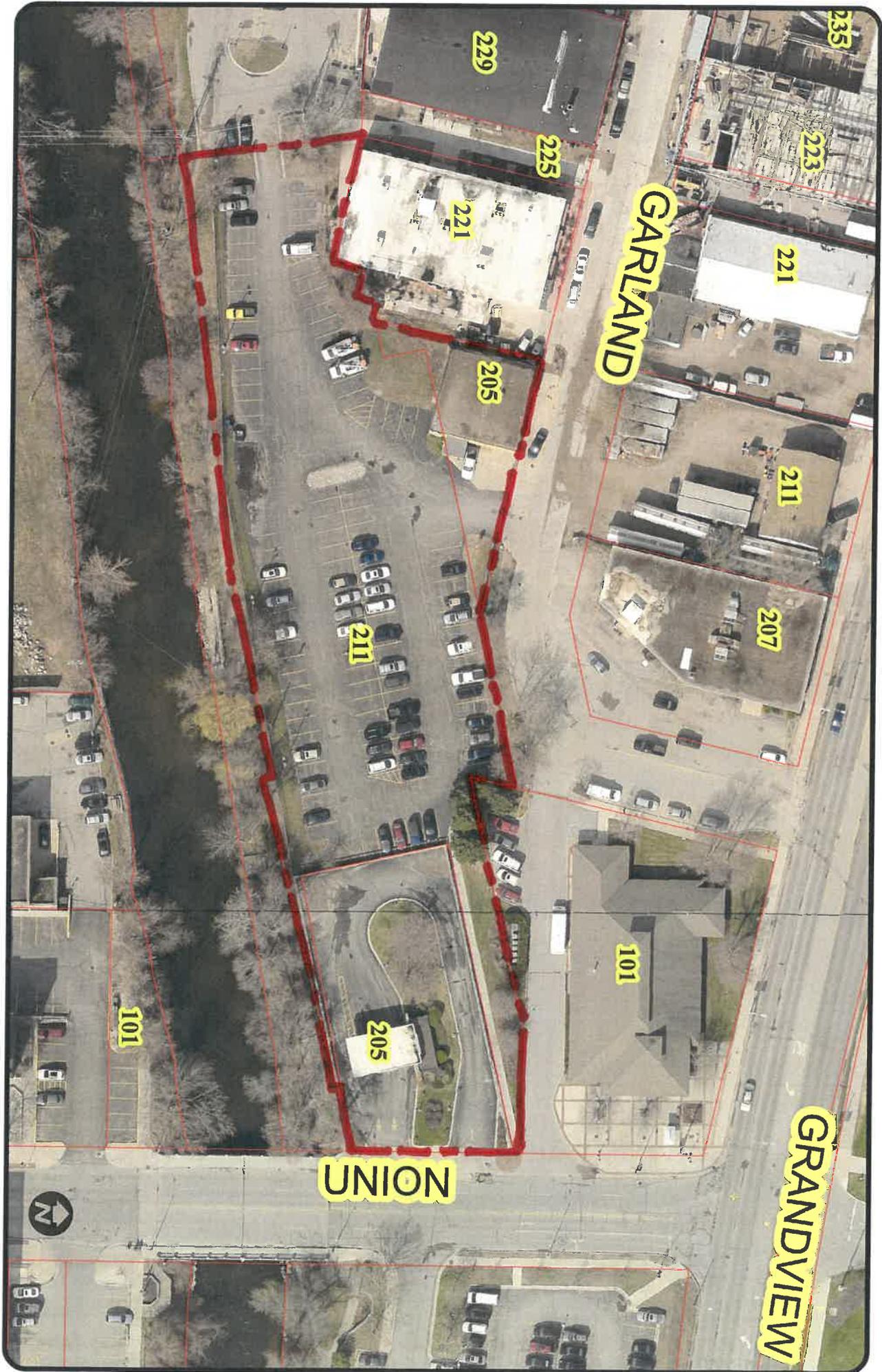


The 15 foot story height (4 story's of 15' each) enables living, work, and circulation environments to expand interior living space on efficient footprints and accommodate efficient space to conduct heating, ventilating and cooling, (HVAC), fire suppression and electrical systems in a manageable and energy efficient and durable-high life cycle design.

We look forward to presentation of building renderings to the board in the month of August for discussion and board and staff input.

Sincerely,


Thomas J. Darga
Dargaworks, Inc.





Memorandum

Grand Traverse County
Planning and Development
231.922.4513 Fax 231.922.4636
email: jderenzy@grandtraverse.org

To: City Planning Commission / DDA Board of Directors

From: Jean Derenzy, Deputy Director Planning & Development /
Community Development

Date: July 11, 2016

Subject: Community Development Update

July Update:

Project News:

The following is an update on some of the Community Development activities throughout the City and County:

Envision 8th – Charrette: The final outcome of the Charrette process will be Monday, September 26th. Public outreach will be provided that day, with a final presentation made to the City Commission on the 26th.

West Boardman Lake: Consultants will present the preferred designs to the City Commission on Monday, September 12. Consultants have completed public outreach meetings, attended neighborhood meeting, worked with a stakeholder group and completed survey's to receive as much input as possible to create the preferred designs. This work, along with the Boardman Lake Trail preferred design will be reviewed by the City Commission.

Park Place Conference Center: Project (conference center only) is still moving forward with discussions between consultant and staff. Building of the Brownfield Plan will include components relating to public infrastructure needs not just for the Park Place but for the services on State Street.

Traverse City Place Brownfield Plan – 5/3 Third Property: Communication continues with Thom and Nick Darga on possible redevelopment of the 5/3 parking lot.

Closing of Brownfield Plan – River's Edge: The River's Edge Brownfield Plan will be closing as of August 1, 2016, recognizing a successful redevelopment for the DDA, City of Traverse City and the entire community. This Brownfield Plan started with a taxable value of \$434,621 to a new taxable value of over \$37,000,000, creating over 570 new jobs. A full overview of what this Plan created and now realizes will be presented to the Brownfield Authority at the July 27th meeting.

145 West Front Street: Staff is working on requesting reconsideration by the County Board of Commissioners for the DEQ loan for 124 West Front Street. Should such request be made, information will be sent to DDA Board members

Should you have any questions feel free to call me at 922-4513, or email at jderenzy@grandtraverse.org.

The City of Traverse City
Code Enforcement

Governmental Center
400 Boardman Ave
Traverse City MI 49684
(231) 922-4414
www.traversecitymi.gov



COMPLAINTS for 2016	APRIL	MAY	JUNE	
Lawns		20	35	
Sign Violations	9	14	15	
Sidewalk Café Inspections	1	3	3	
Brush/ Streets Dept.	2	34		
Parking violations	3	3	7	
Neighbor Disputes	2	6	4	
Street Performer inspections/compl.			1	
Chickens				
Trash/garbage/junk	3	8	16	
Smoking Violation				
Dilapidated Homes/buildings	1	1	2	
Food Trucks/Vendors		5	1	
Noise		1	1	
Health/Safety	2	2	4	
News Racks				
DDA issues/complaints				
Miscellaneous Compl.	4	7	10	
Rental Housing Insp.	28	9	22	
Snow Complaints	1			
Citations				
TOTALS	28 (RHI) 28	104 (RHI) 9	99 (RHI) 22	

The above chart shows the type and amount of each complaint that was handled. All others received warnings, as almost all violations were corrected after one warning. Approximately 90% of the above complaints were call generated, and 10% self initiated.