

# TRAVERSE CITY PLANNING COMMISSION REGULAR MEETING

**WEDNESDAY**, January 4, 2017

7:00 P.M.

**Training Room**

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

Posted: 12/30/16

## 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. **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 6, 2016 Regular Meeting, December 13, 2016 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)

C. Annual Report (Acceptance recommended)

**5. ELECTION OF OFFICERS**

- A. Chairperson (Action requested)
- B. Vice-chairperson (Action requested)
- C. Secretary (Action requested)

**6. APPOINTMENTS**

- A. Housing and Building Committee (Action requested)
- B. Green Team Committee (Action requested)

**7. OLD BUSINESS**

- A. Consideration of a rezoning request initiated by the Planning Commission for an amendment to the Traverse City Code of Ordinances Zoning Map to rezone 1146 Boon Street from I (Industrial) District to T (Transportation) District and 1331 and 1615 South Garfield Avenue from C-3 (Community Commercial) District to T(Transportation) District (For introduction and possibly scheduling a Public Hearing for February 7, 2017)

**8. NEW BUSINESS**

**9. CORRESPONDENCE**

**10. REPORTS**

- A. City Commission - Commissioners Haas and Howe
- B. Board of Zoning Appeals – Commissioner Koebert
- C. Grand Traverse Commons Joint Planning Commission - Commissioners Serratelli and Grant
- D. Arts Commission- Commissioner Koebert
- E. Planning Commission Committees:
  - 1. Master Plan Review Committee—Commissioners Howe, Weatherholt and Koebert
  - 2. Parking Regulation Committee- Commissioner Serratelli
  - 3. Traffic Calming Review Committee- Commissioner Weatherholt
  - 4. Building Height Committee- Commissioners Grant and Tuller
- F. Planning Department—Mr. Soyring
- G. Planning Department/Staff-led Committees:
  - 1. Public Engagement Plan Committee- Mr. Soyring
  - 2. Community Development/Economic Development- Mr. Soyring
  - 3. Capital Improvement Program- Mrs. Luick
  - 4. Tree Committee (Watershed Center Committee)- Commissioners Grant and Fleshman

**11. PUBLIC COMMENT**

**12. ADJOURNMENT**

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

Tuesday, December 6, 2016

7:00 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 7:00 p.m.

2. **ROLL CALL-** Mrs. Luick called roll for the Planning Commission.

PRESENT: Commissioners Janet Fleshman, Michael Grant, Brian Haas, Gary Howe, Vice-Chairperson Linda Koebert, Chairperson John Serratelli, Jim Tuller, and Camille Weatherholt

ABSENT: Commissioner Michael Dow

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

3. **ANNOUNCEMENTS-** Mr. Soyring announced that the December 20 study session has been moved up to December 13.

4. **APPROVAL OF MINUTES**

A. November 1, 2016 Regular Meeting minutes, November 15, 2016 Study Session minutes and November 16, 2016 Joint Special Meeting minutes (Approval recommended)

Motion by Vice-Chairperson Koebert, second by Commissioner Fleshman, that the November 1, 2016 Regular Meeting minutes, November 15, 2016 Study Session minutes and November 16, 2016 Joint Special Meeting minutes be approved.

Motion carried 8-0 (Commissioner Dow absent.)

5. **OLD BUSINESS**

A. Consideration a conditional rezoning request initiated by Thomas Darga of DargaWorks, Inc. to rezone properties commonly known as 205 and 211 Union Street and 205 Garland Street from C-4a (Regional Center District) to C-4b (Regional Center District) with conditions (Action requested)

Mr. Soyring summarized the updated conditional rezoning request and offer by the applicant. He further stated that staff recommends denial of the request and instead recommends forming a committee to discuss building heights city-wide.

The following addressed the Commission:

- Thom Darga, DargaWorks, Inc.
- Nick Darga, DargaWorks, Inc.

Commission discussion.

Motion by Commissioner Howe, second by Commissioner Tuller, that the request by Thomas Darga, of Dargaworks Inc., of 101 North Park Street , Traverse City, Michigan, to conditionally rezone the properties located at 205 Garland Street, 205 North Union Street and 211 North Union Street from C-4a (Regional Center) to C-4b (Regional Center) with conditions be recommended for approval to the City Commission.

Thom Darga addressed the Commission.

Commission discussion.

Mr. Soyring addressed the Commission.

The following individuals made public comment on the topic:

- Rick Buckhalter, 932 Kelly Street
- Dan Stevel, city property owner
- Pete Kirkwood, 861 Washington Street and city business owner
- Judy Nelson, 429 Garfield Ave
- Ellen Fivenson, 7171 Bloomfield and city property owner

Commission discussion.

Motion tied 4-4 (Commissioners Fleshman, Grant, Koebert and Weatherholt opposed, Commissioner Dow absent.)

Commission discussion.

Motion by Vice-Chairperson Koebert, second by Commissioner Grant, that the request by Thomas Darga, of Dargaworks Inc., of 101 North Park Street , Traverse City, Michigan, to conditionally rezone the properties located at 205

Garland Street, 205 North Union Street and 211 North Union Street from C-4a (Regional Center) to C-4b (Regional Center) with conditions be recommended for to the City Commission as a 4-4 tie from the Planning Commission.

Motion carried 8-0 (Commissioner Dow absent).

- B.** Public Hearing for consideration of an amendment to the Traverse City Code of Ordinances Chapter 868 *Tourist Homes* and Section 1332.01 Single Family Dwelling (R-1a, R-1b) District *Uses Allowed* regarding changing the conditions allowing tourist homes. (Action requested.)

Mrs. Luick explained how Tourist Home and Vacation Home Rentals are defined in our zoning code. Tourist Homes are allowed in the residential districts, but need to obtain a license and meet several conditions including a 1000 foot separation from another Tourist Home and that the owner occupies the home. Tourist Homes are sometimes mistaken for Vacation Home Rentals which are not allowed in the Residential Districts, but are allowed in all of the Commercial Districts.

Mrs. Luick explained that there are 19 licensed tourist homes in the City and summarized how many possible tourist homes could exist in the City if the distance requirement between tourist homes was lessened to 500 feet or increased to 2000 feet.

At any given time, there are short term rental listings on websites such as Airbnb.com, vrbo.com, homeaway.com, etc. within the City limits. It is difficult to assess if all of the rentals listed are abiding by the regulations in our ordinance and enforcement is challenging. The City does send letters to rentals that are possibly in violation of our ordinances.

It is staff's recommendation that no action be taken on the proposed amendment at this time. Instead, staff recommends referring the matter to the Housing and Building Committee which is item 6A on tonight's agenda.

Commission discussion.

A Public Hearing was opened.

- Glen Bader 116 Pine Needle Lane
- Karen Culhorn, 627 W 10<sup>th</sup> Street
- Vince Cornellier 528 W 9<sup>th</sup> Street
- Chris Campbell, 116 Monroe Street
- Marsha Trumbull, 1439 Veterans Drive

- Brenda Quick, 542 Fifth Street
- Rick Buckhalter, 532 Kelly Street
- Tom Mead, 109 N Elmwood Avenue
- Jenna Sheid, 420 W 12<sup>th</sup> Street
- Adrienne Rossi, 312 W 7<sup>th</sup> Street
- Jan Clelland, 211 W 12<sup>th</sup> Street
- Linda Lidke, 715 Pine Street

The Public Hearing was closed.

Commission discussion.

Motion by Commissioner Howe, second by Vice-President Koebert to table the matter.

Commission discussion.

Motion carried 8-0 (Commissioner Dow absent).

## **6. NEW BUSINESS**

Each Commissioner discussed their interest in serving on each of four of the committees that follow.

- A.** Establishment of Housing and Building Committee, a subcommittee of the Planning Commission (Action requested)

Motion by Commissioner Howe, second by Commissioner Grant that the Housing and Building Committee, a subcommittee of the Planning Commission, be formed to discuss tourist homes, accessory dwelling units and other related topics and that committee will be made up of Commissioners Weatherholt, Koebert and Fleshman.

Motion carried 8-0 (Commissioner Dow absent).

- B.** Establishment of Building Height Committee, a subcommittee of the Planning Commission (Action requested)

Motion by Commissioner Weatherholt, second by Commissioner Haas that the Building Height Committee, a subcommittee of the Planning Commission, be formed to discuss building heights city-wide will be made up of Commissioners

Grant and Tuller and representation from builders, architects, DDA, neighborhoods, etc.

Motion carried 8-0 (Commissioner Dow absent).

- C.** Fill vacancy on Master Plan Committee, a subcommittee of the Planning Commission (Action requested)

Motion by Commissioner Weatherholt, second by Commissioner Grant that Commissioner Koebert fill the vacancy on the Master Plan Committee, a subcommittee of the Planning Commission.

Motion carried 8-0 (Commissioner Dow absent).

- D.** Designate Planning Commission representatives to serve on a Tree Committee, a committee led by the Watershed Center (Action requested)

Motion by Commissioner Weatherholt, second by Commissioner Haas that the Tree Committee, a committee led by the Watershed Center, have representation by Commissioners Grant and Fleshman.

Motion carried 8-0 (Commissioner Dow absent).

**7. CORRESPONDENCE**

Chairperson Serratelli stated that a number of emailed communications were sent to the Commission.

**8. REPORTS**

- A.** City Commission - Commissioner Howe reported
- B.** Board of Zoning Appeals – Commissioner Koebert reported
- C.** Grand Traverse Commons Joint Planning Commission - Commissioner Serratelli reported
- D.** Arts Commission- Koebert reported
- E.** Planning Commission
  - 1. Master Plan Review Committee—Commissioner Weatherholt reported
  - 2. Parking Regulation Committee- Commissioner Serratelli reported
  - 3. Traffic Calming Review Committee- Commissioner Weatherholt reported
- F.** Planning Department—No report.
  - 1. Public Engagement Plan Committee- No report
  - 2. Community Development/Economic Development- Mr. Soyering reported
  - 3. Capital Improvement Program- Mrs. Luick reported

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MEETING MINUTES  
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**9. PUBLIC COMMENT**

- Rick Buckhalter 932 Kelly Street
- Jan Clelland 211 W 12<sup>th</sup> Street
- Judy Nelson 429 Garfield Ave

**10. ADJOURNMENT**-Chairperson Serratelli adjourned the meeting at 9:21 p.m.

Respectfully submitted,

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

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

**MINUTES**  
**TRAVERSE CITY PLANNING COMMISSION**  
**Study Session**

TUESDAY, December 13, 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 7:02 p.m.

2. **ROLL CALL**

Mrs. Luick called roll for the Planning Commission.

PRESENT: Commissioners Janet Fleshman, Mike Grant, Vice-Chairperson Linda Koebert (arrived at 8:07 p.m.), Chairperson John Serratelli, Jim Tuller and Camille Weatherholt

ABSENT: Commissioners Michael Dow, Brian Haas and Gary Howe

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

3. **ANNOUNCEMENTS-** None.

4. **OUTDOOR LIGHTING REGULATION PRESENTATION BY DR. JERRY DOBEK, SCIENCE AND ASTRONOMY INSTRUCTOR, NMC (Discussion)**

Mr. Soyring introduced Dr. Jerry Dobek, Science and Astronomy Instructor, NMC.

Dr. Jerry Dobek presented.

Commission discussion.

Tim Arends, Executive Director, Traverse City Light and Power addressed the Commission.

Commission discussion.

Commissioner Koebert arrived at 8:07 p.m.

The following made public comment on the topic:

- Tim Arends, Executive Director, Traverse City Light and Power

**5. NORTHWESTERN REGIONAL AIRPORT COMMISSION LETTER REQUESTING AN  
OUTDOOR LIGHTING AMENDMENT AND POSSIBLE REZONING OF THREE PROPERTIES  
ADJACENT TO THE AIRPORT PARCEL (Discussion)**

Mr. Soyring introduced the request from Kevin Kline, Northwestern Regional Airport Commission Director

Mr. Kline addressed the Commission.

Commission discussion.

Commission consensus was to introduce a rezoning request for the 3 properties adjacent to the airport in January 2017 to change them to T (Transportation) District.

**6. PUBLIC COMMENT- None.**

**7. ADJOURNMENT- Meeting was adjourned at 8:35 p.m.**

Respectfully submitted,

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

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

**TRAVERSE CITY PLANNING COMMISSION  
2016  
ANNUAL REPORT**

**ATTENDANCE**

<b>COMMISSIONER</b>	<b>MEETINGS ATTENDED</b>
Michael Dow	16 of 23 meetings
Janet Fleshman	23 of 23 meetings
Mike Grant	9 of 9 meetings (appointed on 9/19/16)
Brian Haas (City Commission)	2 of 4 meetings (appointed 11/14/16)
Gary Howe (City Commission)	21 of 23 meetings
Linda Koebert	20 of 23 meetings
Ross Richardson (City Commission)	18 of 19 meetings (stepped down)
John Serratelli	21 of 23 meetings
Jim Tuller (Admin rep)	19 of 23 meetings
Jan Warren	13 of 14 meetings (not reappointed)
Camille Weatherholt	21 of 23 meetings

#	TYPE OF REQUEST	RECOMMEND APPROVAL	RECOMMEND DENIAL
<b>ORDINANCE AMENDMENTS</b>			
1	An amendment to the Traverse City Code of Ordinances Chapter 1348 <i>Transportation District</i> , regarding allowing additional uses	<b>4/5/16</b>	
2	An amendment to the Traverse City Code of Ordinances Section 1332.01 Single Family Dwelling (R-1a, R-1b) District <i>Uses Allowed</i> regarding changing the conditions allowing accessory dwelling units in the single-family dwelling districts		<b>10/4/16</b> (recommendation for approval failed)
3	An amendment to the Traverse City Code of Ordinances Development (D-1, D-2, D-3) District, Section 1347.01 <i>Uses Allowed</i> regarding allowing manufacturing or processing of various products An amendment to the Traverse City Code of Ordinances Special Land Use Regulations Section 1364.08, <i>Special Land Use Permits Granted by the City Commission</i> , regarding increasing the impervious surface allowed for schools	<b>11/1/16</b>	
4	An amendment to the Traverse City Code of Ordinances Chapter 868 <i>Tourist Homes</i> and Section 1332.01 Single Family Dwelling (R-1a, R-1b) District <i>Uses Allowed</i> regarding changing the conditions allowing tourist homes	<b>12/6/16</b> motion to table	
<b>CONDITIONAL REZONING</b>			
1	Conditional request by Thom Darga, Inc., of 101 North Park Street, Traverse City, Michigan, to conditional rezone the property located at 205 Garland Street, 205 North Union Street and 211 North Union Street from C-4a (Regional Center) to C-4b (Regional Center) with conditions (9/7/16; 10/4/16; 11/1/16; and 12/6/16)		<b>11/1/16</b> three failed motions <b>12/6/16</b> (4-4 tie vote for approval)
<b>SPECIAL LAND USE PERMIT</b>			
1	Request by Munson Medical Center to allow for a taller building at 1105 Sixth St approved with conditions as outlined in Staff Report 16-SLUP-01	<b>10/4/16</b>	
2	Request by Mike Buell, Superintendent for Grand Traverse Area Catholic Schools for a Special Land Use Permit (16-SLUP-02) for a School at 218 Vine Street (currently known as 215 N. Division Street) be recommended for approval as presented and as outlined in Staff Report 16-SLUP-02	<b>11/1/16</b>	

<p><b>1</b></p> <p><b>2</b></p> <p><b>3</b></p> <p><b>4</b></p>	<p><b>SITE PLAN REVIEW</b></p> <p>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</p> <p>Request by Munson Medical Center for development of a family birth and children’s center, surgery addition and parking deck located at 1105 Sixth Street be approved with 7 conditions as outlined in Site Plan Review Staff Report 16-SPR-02</p> <p>Request from Theodore R. Johnson, TJ Design Strategies, Ltd. on behalf of Costco Wholesale for Site Plan Review 16-SPR-03 for development of a wholesale store and fuel station located at 125 E. South Airport Road be approved with 9 conditions as outlined in Site Plan Review Staff Report 16-SPR-03 with consideration of the meeting findings held on October 3, 2016 with Airport Director, TART Trails Director, GT County Road Commission staff and East Bay Township planning staff regarding additional considerations for a 10 foot-wide multi-use path, sidewalk connections and pedestrian crossing.</p> <p>Request by Mike Buell, Superintendent for Grand Traverse Area Catholic Schools for Site Plan Review (16-SPR-04) for a school located at 218 Vine Street (currently known as 215 N. Division Street) be approved with 5 conditions as outlined in Staff Report 16-SPR-04</p>	<p><b>7/6/16</b></p> <p><b>10/4/16</b></p> <p><b>10/4/16</b></p> <p><b>11/1/16</b></p>	
<p><b>1</b></p> <p><b>2</b></p> <p><b>3</b></p>	<p><b>MASTER SITE FACILITES PLAN REVIEW</b></p> <p>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 reviewed for their necessity before their construction for the purposes of minimizing impervious surface drainage implications</p> <p>Master Site and Facilities Plan for Munson Medical Center be approved 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, provided the Circulation Plan is revised to reflect the existing and intended circulation pattern</p> <p>Master Site and Facilities Plan for Grand Traverse Area Catholic Schools (dated 10/26/16) for the Immaculate Conception Campus which includes a church, school and food pantry located at 218 Vine Street (currently known as 215 N. Division Street) be approved</p>	<p><b>6/7/16</b></p> <p><b>7/6/16</b></p> <p><b>11/1/16</b></p>	
<p><b>1</b></p>	<p><b>STREET VACATION REQUEST</b></p> <p>Request by Munson Medical Center to vacate the 1100 block of Sixth Street and the opening of a new street approximately 200 feet north of this block approved provided any and all utility easements and associated costs with the relocation of the utilities and the street are borne by the applicant</p>	<p><b>10/4/16</b></p>	

## **MASTER PLAN- PROJECT REVIEWS FOR CONSISTENCY WITH CITY MASTER PLAN**

- Approved as consistent with the Traverse City Master Plan in terms of location, extent and character:
  - Approval of US-31/M-37 (Division Street) Planning and Environmental Linkages (PEL) Process Final Report Executive Summary March 2016 (4/5/16)
  - Brown Bridge Quiet Area East End Footbridge Project (7/6/16)
  - West Front Street Project (east of Division) (8/2/16)

## **PRESENTATIONS/DISCUSSIONS**

- Planning Commission Goals presented on 1/5/16 and accepted 1/20/16.
- Placemaking Project West Front Street, City Lot Project, Redevelopment scenarios for West Front and West Front Street Form Based Code presentation 1/12/16.
- Capital Improvement Program discussion (1/20/16, 2/2/16, 2/17/16, 3/1/16) and adoption (4/5/16)
- Master Plan Review discussion (2/2/16)
- Master Plan draft amendment approved for distribution to the City Commission (9/20/16)
- State Street Traffic Calming Discussion (2/17/16)
- Presentation regarding Open Meetings Act, Freedom of Information Act, Boardmanship, Conflicts, Incompatible Offices and Ethics by Benjamin Marentette and Lauren Tribble-Laucht (3/1/16)
- Discussion of possibility of rezoning 939 Grant Street (3/1/16)
- Accessory Dwelling Unit ordinance discussion (5/3/16)
- West Boardman Lake District project presentation and discussion (6/7/16, 9/20/16)
- Planning Commission participation in the Envision 8<sup>th</sup> Street Charrette process
- Presentation by Tim Lodge, City Engineer, to discuss sidewalk map, street pattern book and project update (6/21/16)
- Traffic Calming discussion (6/21/16)
- Site Plan Requirements for Mechanical Equipment discussion (6/21/16)
- Letter from Thomas Darga of DargaWorks, Inc., regarding properties commonly known as 205 and 211 Union Street and 205 Garland Street Discussion (8/2/16)
- Kids Creek Project, Low Impact Design and Green Infrastructure presentation by The Watershed Center (10/18/16)
- Tree Canopy Grant discussion (10/18/16)
- Natural Features overview (10/18/16)
- SAW Grant overview (10/18/16)
- Overview of Chapter 1068 Ground-Water Protection and Storm-Water Runoff Control Ordinance and its Guidelines (10/18/16)
- Impervious Surface limits discussion (10/18/16)
- Discussion of possibly rezoning 833 Fern Street (11/1/16)
- Residential Parking Report presentation (11/15/16)
- West Front Street and Eighth Street Form Based Code discussion (11/15/16)
- Presentation regarding Building Heights and discussion (11/16/16)
- Outdoor lighting regulation presentation by Dr. Jerry Dobek (12/13/16)
- Northwestern Regional Airport Commission letter requesting an outdoor lighting amendment and possible rezoning of three properties adjacent to the airport parcel (12/13/16)

## **COMMITTEES**

- Planning Commission representatives on the Grand Traverse Commons Joint Planning Committee
- Planning Commission representative on the Board of Zoning Appeals
- Planning Commission representative of the Public Arts Commission
- Planning Commission representative on the staff-led TC Place Plan Committee
- Planning Commission representatives on the staff-led Public Engagement Plan Committee

- Planning Commission representatives on the Watershed Center-led Tree Committee
- Capital Improvement Program Committee as a staff-led committee with representation from three Planning Commissioners, one of which is also a City Commissioner
- Housing Building Planning Committee as a subcommittee of the Planning Commission
- Traffic Calming Committee as a subcommittee of the Planning Commission
- Building Height Committee as a subcommittee of the Planning Commission
- Master Plan Review Committee as a subcommittee of the Planning Commission
- Parking Regulation Committee as a subcommittee of the Planning Commission

#### ***MISCELLANIOUS***

- Planning Commission Annual Report received (1/5/16)
- Parks and Recreation 5 year plan recommended for approval (1/20/16)
- 2015 Annual Report for Code Enforcement received (2/2/16)
- Land Use Ordinance Matrix distributed (7/6/16)
- Nominated Tim Lodge, City Engineer and Nate Elkins, Influence Design Forum for a Certificate of Appreciation award for outstanding work on the Pine Street Pedestrian Bridge for recognition at the Grand Traverse County Planning Annual Awards Banquet (10/4/16)
- Nominated Pine Street Pedestrian Bridge and Garland Street projects for Placemaking Awards for recognition at the Grand Traverse County Planning Annual Awards Banquet (10/4/16)
- Nominated Jan Warren for the Frank Purvis Stewardship Award for recognition at the Grand Traverse County Planning Annual Awards Banquet (10/4/16)



## Communication to the Planning Commission

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FOR THE MEETING OF: January 4, 2017

FROM: Russ Soyring, Planning Director

SUBJECT: Planning Commission Housing and Building Committee  
representative

DATE: December 29, 2016

As you are aware, at the December 6, 2016 Planning Commission meeting, the following action was taken to re-establish the Housing and Building Committee.

Establishment of Housing and Building Committee, a subcommittee of the Planning Commission  
(Action requested)

Motion by Commissioner Howe, second by Commissioner Grant that the Housing and Building Committee, a subcommittee of the Planning Commission, be formed to discuss tourist homes, accessory dwelling units and other related topics and that committee will be made up of Commissioners Weatherholt, Koebert and Fleshman.

Motion carried 8-0 (Commissioner Dow absent).

Subsequently, Commissioner Koebert withdrew from the Committee.

An additional Planning Commission member should be named to the committee and action is requested.

RAS:mll



## Communication to the Planning Commission

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FOR THE MEETING OF: January 4, 2017

FROM: Russ Soyring, Planning Director

SUBJECT: Planning Commission Representative for Renewable Energy and Sustainability “Green Team”

DATE: December 28, 2016

On December 19, 2016 City Commission to passed a resolution to have 100% of the electrical needs for City operations to be met with the use of 100% clean, renewable energy sources such as wind, solar, geothermal and landfill gas by 2020. The resolution also sets as a goal to reduce greenhouse gases and two initiate at least two projects a year that will help the City met that goal.

As part of the formal action, the City Commission called for the creation of an advisory “Green Team” comprised of 6 to 10 people designated by the City Manager which includes a representative from the City Planning Commission. The Green Team will be charged in part with updating the 2011 Traverse City Climate Action Plan to include a 100% renewable energy goal, new Green House Gas reduction goals, and recommended measures to achieve these goals. Also, this committee will recommend to the City Commission two renewable energy, energy efficiency and/or other sustainability projects to be implemented each year.

It is our hope to have a Planning Commission chosen to be on the Green Team at the Wednesday, January 4, 2016 meeting.

Attachment: City Commission Resolution, Press Release dated December 21, 2016



# Communication to the Planning Commission

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FOR THE MEETING OF: January 4, 2017

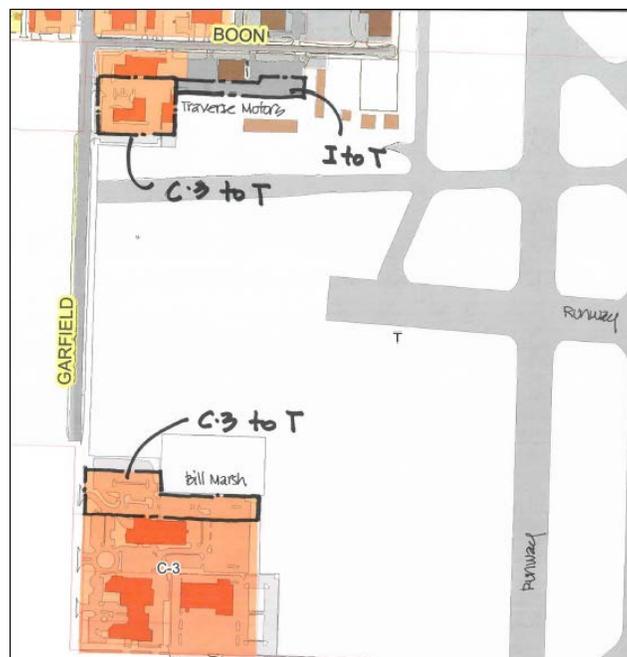
FROM: RUSS SOYRING, PLANNING DIRECTOR

SUBJECT: REZONING AIRPORT PROPERTIES TRANSPORTATION DISTRICT  
COMMONLY KNOWN AS 1146 BOON STREET, 1331 SOUTH  
GARFIELD AVENUE AND 1615 SOUTH GARFIELD AVENUE

DATE: December 28, 2016

At the December 13, 2016 study session the Planning Commission briefly discussed introducing a Zoning Map amendment to rezone airport properties currently zoned C-3 (Community Center) District or I (Industrial) District to T (Transportation District). Kevin Klein, Executive Director of the Cherry Capital Airport asked that consideration for rezoning three parcels in his letter dated October 13, 2016.

The three parcels are located on or near Garfield Avenue and are currently used for automobile storage areas for car dealers. Please see map below. If the parcel were rezoned to T (Transportation) District no new non-conformities would be created. The recently amended T District allows for a greater array of uses including motorized vehicle dealers.



The Master Plan designates these parcels to be in areas designated as part of a TC-4 Corridor Neighborhood where the focus is geared toward motorized transportation with a wide range of building masses, placement and form. This neighborhood type is intended to have a great deal of variety and flexibility in terms of design and activities. The Zoning Element states that “Garfield Avenue is a corridor of significance and should be developed as an overlay district or in conjunction with any future corridor studies.”

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.

If the Planning Commission would like to formally introduce the Zoning Map amendment and set the public hearing, then the following motion would be appropriate:

**I move that the Planning Commission initiates a rezoning request to a to consider an amendment to the Traverse City Code of Ordinances Zoning Map to rezone 1146 Boon Street from I (Industrial) District to (T) Transportation District and 1331 and 1615 South Garfield Avenue from C-3 (Community Commercial) District to T (Transportation) District and a Public Hearing be scheduled for February 7, 2017**



1146 Boon Street

1331 S. Garfield Ave

1615 S. Garfield Ave



October 13, 2016

Mr. Russ Soyring  
City Planner  
City of Traverse City  
400 Boardman Avenue  
Traverse City, MI 49684

Dear Mr. Soyring:

The Northwestern Regional Airport Commission is requesting your follow up on the Planning Commission's approval of the site plan for the Costco development on South Airport Road. It is the Airport's request that staff place an amendment to Section 1348.09(d) on the next available Planning Commission agenda for consideration.

The proposed amendment as suggested at the meeting is as follows:

“Commercial and industrial outdoor lighting shall be designed so that the light intensity or brightness at any property line shall not exceed one (1) foot candle or cause glare onto neighboring properties except within driveways connecting to a street or private street.”

Additionally, the Airport requests the Planning Commission to consider an amendment to the boundaries of the T District on the Zoning Map of the City to include all property currently owned by Grand Traverse and Leelanau Counties for operation of the Cherry Capital Airport. This amendment of the zoning map would be consistent with the recent amendments to the T District.

I have attached Exhibit A, which is a reflection of all of the property under the control of NRAC for operation of the Cherry Capital Airport. If you have any questions on which properties should be included within the T District that are not currently included in the T District or would like to discuss this, I would be happy to meet with you.

Ideally, we would like these two matters addressed at the same time. Please let me know if that is possible. Thank you for your consideration of these matters. If you have any question or concerns please call me at 231 947 2250.

Sincerely,

Kevin C. Klein, A.A.E.  
Airport Director

Enc.

**NOTE:** THE AIRPORT PROPERTY MAP IS TO BE USED IN CONNECTION WITH THE AIRPORT PROPERTY MAP RECORDS AND THE AIRPORT PROPERTY MAP RECORDS TO BE FILED WITH THE PUBLIC RECORDS DIVISION OF THE MISSOURI STATE ARCHIVES.

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NO.	REVISOR'S NAME	DATE	BY	DESCRIPTION
1	L. VAN D	JUNE 13	J. SIROO	PRELIMINARY MAP
2	L. VAN D	JUNE 13	J. SIROO	FINAL MAP

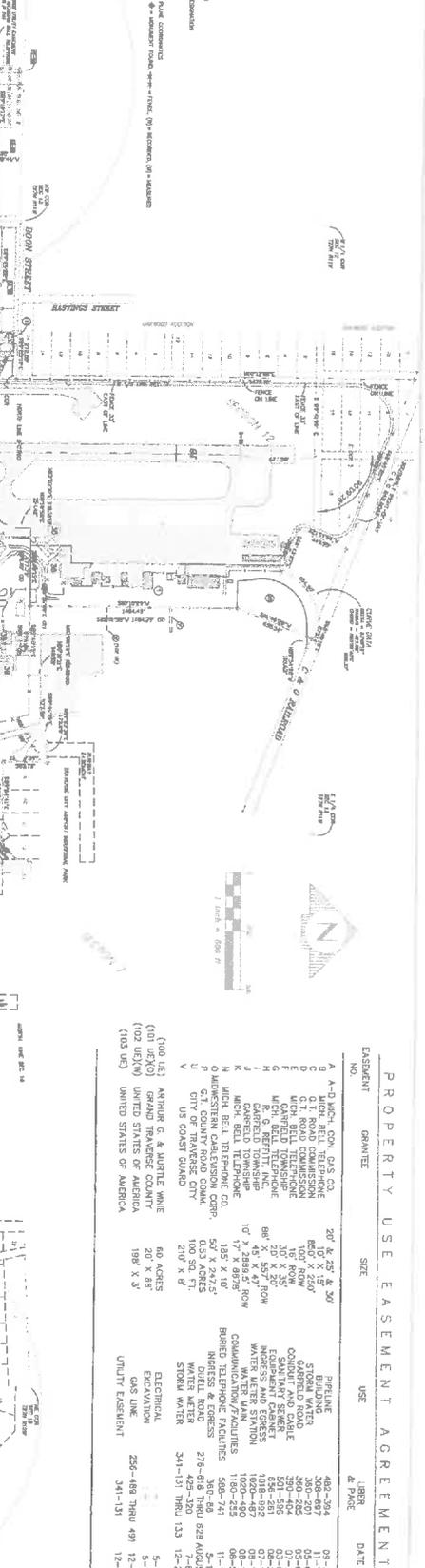
PARENT ACRES	ADDITIONAL ACRES	TOTAL ACRES	RECORDED	EXPIRES	DATE	REMARKS
AC-14	8-20-041-042	TRAVELER CORP (S)	520-441	08-13-71	1/28	640 TO 670 ACR. STA. 800 TO 800 ACR. STA.
AC-13	8-20-041-040	CENTEL, CHILD OF W.	400-211	08-20-76	0.04	800 TO 800 ACR. STA. 800 TO 800 ACR. STA.
AC-59	8-20-041-042	J.W. ZIMMERMAN	307-035	07-15-80	4.80	800 TO 800 ACR. STA. 800 TO 800 ACR. STA.
AC-68	8-20-041-040	W.F. WELSH	301-333	12-12-88	1.87	800 TO 800 ACR. STA. 800 TO 800 ACR. STA.
AC-69	8-20-041-040	CITY OF TWINSBURG	1168-030	7-22-87	0.80	710 TO 720 ACR. STA. 710 TO 720 ACR. STA.
AC-68	8-20-041-040	CITY OF TWINSBURG	1168-030	7-22-87	0.84	720 TO 730 ACR. STA. 720 TO 730 ACR. STA.
AC-70	8-20-041-040	W. CONROUSE	358-281	11-21-73	19.5	684 TO 723 ACR. STA. 684 TO 723 ACR. STA.
AC-71	8-20-041-040	A. J. RANCO	238-121	11-21-82	2.83	671 TO 691 ACR. STA. 671 TO 691 ACR. STA.
AC-1		(OLD ESTABLISHMENT)	145-311	6-14-84	32	677 ACR. STA. 677 ACR. STA.
AC-2		CHARLES BULLOCK	145-311	5-11-84	32	677 ACR. STA. 677 ACR. STA.
AC-3		ARTHUR & MARGIE WINE	145-311	5-15-84	60	677 ACR. STA. 677 ACR. STA.
AC-4		CARROLL CANTON	229-497	4-2-81	187	677 ACR. STA. 677 ACR. STA.

**ADDITIONAL EASEMENTS AND EASEMENTS THAT BENEFIT**

PARENT ACRES	ADDITIONAL ACRES	TOTAL ACRES	RECORDED	EXPIRES	DATE	REMARKS
AC-14	8-20-041-042	TRAVELER CORP (S)	520-441	08-13-71	1/28	640 TO 670 ACR. STA. 800 TO 800 ACR. STA.
AC-13	8-20-041-040	CENTEL, CHILD OF W.	400-211	08-20-76	0.04	800 TO 800 ACR. STA. 800 TO 800 ACR. STA.

**PROPERTY USE EASEMENT AGREEMENTS**

EASEMENT NO.	GRANTEE	SIZE	USE	LIBER & PAGE	DATE ACQ'D.
A	K & B BELL TELEPHONE CO.	20' E, 25' S, 30'	TELEPHONE	386-824	07-20-79
B	W.D. BELL TELEPHONE CO.	10' X 15'	TELEPHONE	386-207	03-08-74
C	R.O. COMMISSION	810' X 230'	TELEPHONE	386-207	03-08-74
D	W.D. BELL TELEPHONE CO.	15' ROW	TELEPHONE	386-207	03-08-74
E	W.D. BELL TELEPHONE CO.	10' X 20'	TELEPHONE	386-207	03-08-74
F	W.D. BELL TELEPHONE CO.	10' X 20'	TELEPHONE	386-207	03-08-74
G	R.G. REPTIT, INC.	88' X 50' ROW	TELEPHONE	386-207	03-08-74
H	W.D. BELL TELEPHONE CO.	10' X 20'	TELEPHONE	386-207	03-08-74
I	W.D. BELL TELEPHONE CO.	10' X 20'	TELEPHONE	386-207	03-08-74
J	DANFIELD TOWNSHIP	17' X 897'	TELEPHONE	386-207	03-08-74
K	W.D. BELL TELEPHONE CO.	10' X 20'	TELEPHONE	386-207	03-08-74
L	WESTERN CHRYSLER CORP.	507' X 247.2'	TELEPHONE	386-207	03-08-74
M	G.T. COUNTY ROAD COM.	0.33 ACRES	TELEPHONE	386-207	03-08-74
N	US COAST GUARD	100' X 51'	TELEPHONE	386-207	03-08-74
O	ARTHUR G. & MARGIE WINE	60 ACRES	TELEPHONE	386-207	03-08-74
P	UNITED STATES OF AMERICA	198' X 3'	TELEPHONE	386-207	03-08-74
Q	UNITED STATES OF AMERICA		TELEPHONE	386-207	03-08-74
R	UNITED STATES OF AMERICA		TELEPHONE	386-207	03-08-74



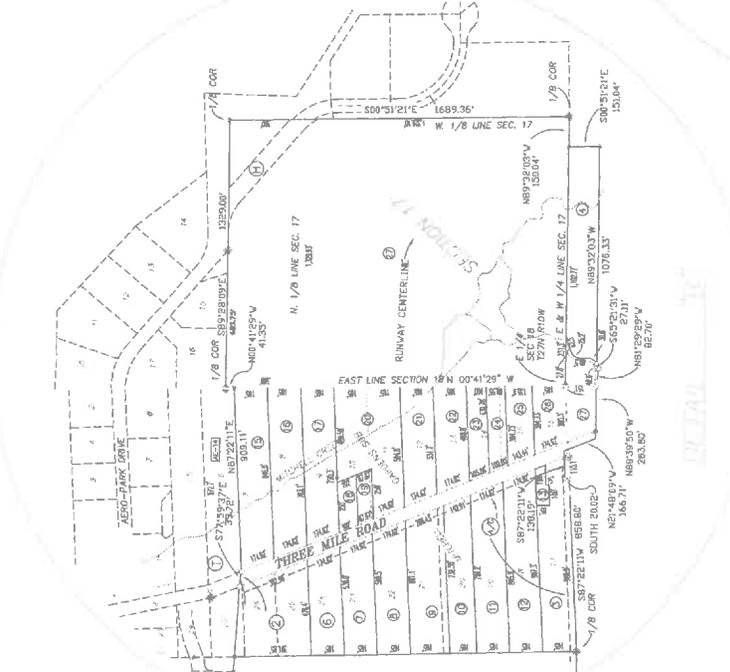
1 of 2

AIRPORT PROPERTY MAP

PREIN & NEWHOF

**PROPERTY DESCRIPTION**

City of Fremont, Grand Traverse County, Michigan, which is subject to a 10' easement for a runway centerline located at the intersection of the 1/8th Line of Section 17 and the 1/8th Line of Section 13, Township 35 North, Range 23 West, and Section 17 and 13, Township 35 North, Range 23 West, Michigan. This map shows the location of the runway centerline and the various parcels within the area. The runway centerline is shown as a dashed line with a width of 100 feet. The parcels are numbered and their boundaries are shown with solid lines. The map also shows the location of several roads, including South Airport Road, Durrell Road, Three Mile Road, and Garfield Avenue. The map is dated June 13, 2013.



**SURVEYOR'S REPORT**

This map was prepared by the undersigned on or about the date hereon stated. The bearings and distances were measured by the undersigned or by a person acting under the direct supervision of the undersigned. The map shows the location of the runway centerline and the various parcels within the area. The map is dated June 13, 2013.

**LEGEND**  
 (N) PARCEL NUMBER  
 (E) EASEMENT DESIGNATION  
 (R) AVIGATION EASEMENT DESIGNATION



**REVISIONS**

NO.	REVISIONS	BY	DATE
1	INITIAL DRAFTING AND RECORDING	J. VAN DUSEN	JUNE 13, 2013
2	FINAL DRAFTING AND RECORDING	J. VAN DUSEN	JUNE 13, 2013

PARCEL	FEED PROJECT	GRANTOR	TYPE OF INSTRUMENT	RECORDED	EXECUTION DATE	ACRES
1	10' WIDE UTILITY EASEMENT	BOON STREET	W.D.	171-263	03-08-09	1.26
2	16' WIDE UTILITY EASEMENT	BELL TELEPHONE	W.D.	171-263	03-08-09	1.26
3	10' WIDE UTILITY EASEMENT	BELL TELEPHONE	W.D.	171-263	03-08-09	1.26
4	10' WIDE UTILITY EASEMENT	BELL TELEPHONE	W.D.	171-263	03-08-09	1.26
5	10' WIDE UTILITY EASEMENT	BELL TELEPHONE	W.D.	171-263	03-08-09	1.26
6	10' WIDE UTILITY EASEMENT	BELL TELEPHONE	W.D.	171-263	03-08-09	1.26
7	10' WIDE UTILITY EASEMENT	BELL TELEPHONE	W.D.	171-263	03-08-09	1.26
8	10' WIDE UTILITY EASEMENT	BELL TELEPHONE	W.D.	171-263	03-08-09	1.26
9	10' WIDE UTILITY EASEMENT	BELL TELEPHONE	W.D.	171-263	03-08-09	1.26
10	10' WIDE UTILITY EASEMENT	BELL TELEPHONE	W.D.	171-263	03-08-09	1.26
11	10' WIDE UTILITY EASEMENT	BELL TELEPHONE	W.D.	171-263	03-08-09	1.26
12	10' WIDE UTILITY EASEMENT	BELL TELEPHONE	W.D.	171-263	03-08-09	1.26
13	10' WIDE UTILITY EASEMENT	BELL TELEPHONE	W.D.	171-263	03-08-09	1.26
14	10' WIDE UTILITY EASEMENT	BELL TELEPHONE	W.D.	171-263	03-08-09	1.26
15	10' WIDE UTILITY EASEMENT	BELL TELEPHONE	W.D.	171-263	03-08-09	1.26
16	10' WIDE UTILITY EASEMENT	BELL TELEPHONE	W.D.	171-263	03-08-09	1.26
17	10' WIDE UTILITY EASEMENT	BELL TELEPHONE	W.D.	171-263	03-08-09	1.26
18	10' WIDE UTILITY EASEMENT	BELL TELEPHONE	W.D.	171-263	03-08-09	1.26
19	10' WIDE UTILITY EASEMENT	BELL TELEPHONE	W.D.	171-263	03-08-09	1.26
20	10' WIDE UTILITY EASEMENT	BELL TELEPHONE	W.D.	171-263	03-08-09	1.26
21	10' WIDE UTILITY EASEMENT	BELL TELEPHONE	W.D.	171-263	03-08-09	1.26
22	10' WIDE UTILITY EASEMENT	BELL TELEPHONE	W.D.	171-263	03-08-09	1.26
23	10' WIDE UTILITY EASEMENT	BELL TELEPHONE	W.D.	171-263	03-08-09	1.26
24	10' WIDE UTILITY EASEMENT	BELL TELEPHONE	W.D.	171-263	03-08-09	1.26
25	10' WIDE UTILITY EASEMENT	BELL TELEPHONE	W.D.	171-263	03-08-09	1.26
26	10' WIDE UTILITY EASEMENT	BELL TELEPHONE	W.D.	171-263	03-08-09	1.26
27	10' WIDE UTILITY EASEMENT	BELL TELEPHONE	W.D.	171-263	03-08-09	1.26
28	10' WIDE UTILITY EASEMENT	BELL TELEPHONE	W.D.	171-263	03-08-09	1.26
29	10' WIDE UTILITY EASEMENT	BELL TELEPHONE	W.D.	171-263	03-08-09	1.26
30	10' WIDE UTILITY EASEMENT	BELL TELEPHONE	W.D.	171-263	03-08-09	1.26
31	10' WIDE UTILITY EASEMENT	BELL TELEPHONE	W.D.	171-263	03-08-09	1.26
32	10' WIDE UTILITY EASEMENT	BELL TELEPHONE	W.D.	171-263	03-08-09	1.26
33	10' WIDE UTILITY EASEMENT	BELL TELEPHONE	W.D.	171-263	03-08-09	1.26
34	10' WIDE UTILITY EASEMENT	BELL TELEPHONE	W.D.	171-263	03-08-09	1.26
35	10' WIDE UTILITY EASEMENT	BELL TELEPHONE	W.D.	171-263	03-08-09	1.26
36	10' WIDE UTILITY EASEMENT	BELL TELEPHONE	W.D.	171-263	03-08-09	1.26
37	10' WIDE UTILITY EASEMENT	BELL TELEPHONE	W.D.	171-263	03-08-09	1.26
38	10' WIDE UTILITY EASEMENT	BELL TELEPHONE	W.D.	171-263	03-08-09	1.26
39	10' WIDE UTILITY EASEMENT	BELL TELEPHONE	W.D.	171-263	03-08-09	1.26
40	10' WIDE UTILITY EASEMENT	BELL TELEPHONE	W.D.	171-263	03-08-09	1.26
41	10' WIDE UTILITY EASEMENT	BELL TELEPHONE	W.D.	171-263	03-08-09	1.26
42	10' WIDE UTILITY EASEMENT	BELL TELEPHONE	W.D.	171-263	03-08-09	1.26
43	10' WIDE UTILITY EASEMENT	BELL TELEPHONE	W.D.	171-263	03-08-09	1.26
44	10' WIDE UTILITY EASEMENT	BELL TELEPHONE	W.D.	171-263	03-08-09	1.26
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47	10' WIDE UTILITY EASEMENT	BELL TELEPHONE	W.D.	171-263	03-08-09	1.26
48	10' WIDE UTILITY EASEMENT	BELL TELEPHONE	W.D.	171-263	03-08-09	1.26
49	10' WIDE UTILITY EASEMENT	BELL TELEPHONE	W.D.	171-263	03-08-09	1.26
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51	10' WIDE UTILITY EASEMENT	BELL TELEPHONE	W.D.	171-263	03-08-09	1.26
52	10' WIDE UTILITY EASEMENT	BELL TELEPHONE	W.D.	171-263	03-08-09	1.26
53	10' WIDE UTILITY EASEMENT	BELL TELEPHONE	W.D.	171-263	03-08-09	1.26
54	10' WIDE UTILITY EASEMENT	BELL TELEPHONE	W.D.	171-263	03-08-09	1.26
55	10' WIDE UTILITY EASEMENT	BELL TELEPHONE	W.D.	171-263	03-08-09	1.26
56	10' WIDE UTILITY EASEMENT	BELL TELEPHONE	W.D.	171-263	03-08-09	1.26
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81	10' WIDE UTILITY EASEMENT	BELL TELEPHONE	W.D.	171-263	03-08-09	1.26
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99	10' WIDE UTILITY EASEMENT	BELL TELEPHONE	W.D.	171-263	03-08-09	1.26
100	10' WIDE UTILITY EASEMENT	BELL TELEPHONE	W.D.	171-263	03-08-09	1.26

PROPERTY MAP DETAILS  
 2 of 2

Preis & Newhof  
 Engineers & Surveyors Environmental Laboratory