

**Grand Traverse Commons**  
**Joint City of Traverse City/Garfield Township Planning Commission**

**Wednesday, May 6, 2015**

**7:00 p.m.**

**Governmental Center, 2nd Floor**

**Committee Room**

400 Boardman Avenue, Traverse City, MI 49684

Posted: 05/01/15

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**AGENDA**

1. Call Meeting To Order
2. Approval of the Agenda
3. Approval of the Minutes of the January 7, 2015 Regular Meeting and the March 18, 2015 Special Meeting.
4. Grand Traverse Commons Draft Development Regulations – Set public hearing for June 3, 2015.
5. Reports and Updates
6. Correspondence
7. Public Comment
8. Adjournment

# Grand Traverse Commons Planning Commission

Regular Meeting  
Wednesday, January 7, 2015  
Governmental Center, 2<sup>nd</sup> Floor  
Committee Room  
400 Boardman Avenue, Traverse City, MI 49684

## MINUTES

1. Chairwoman Hale called the meeting to order at 7:03 PM. Students from a governmental class were acknowledged and a short history of the Grand Traverse Commons was provided by Chairwoman Hale.

Present: Commissioners Hale, Serratelli, Racine, Clark, Warren  
Absent: None

Staff: Rob Larrea, Township Planning Director; Russ Soyring, City Planning Director

2. Election of Officers
  - a. Nominations for Chairperson  
Commissioner Warren nominated Commissioner Hale to be the Chairperson. Commissioner Clark seconded the nomination. There were no other nominations. Upon vote, the nomination was approved.
  - b. Nominations for Secretary  
Commissioner Racine nominated Commissioner Warren to be the Secretary. Commissioner Clark seconded the nomination. There were no other nominations. Upon vote, the nomination was approved.
3. Review and Approval of the Agenda - Conflict of Interest.  
Commissioner Hale requested to amend the agenda to discuss Division Street Planning and Environmental Linkages under Item 6 Reports and Updates.  
  
Motion by Commissioner Warren, supported by Commissioner Serratelli to approve the agenda as amended. Motion passed.
4. Approval of Minutes of the November 5, 2014 Meeting.  
Motion by Commissioner Racine, supported by Commissioner Clark to approve the November 5, 2014 meeting minutes. Motion passed.

Grand Traverse Commons Zoning Ordinance –Review of Public Input Received at the Stake Holder Meetings held on the Grand Traverse Commons.

Planning Directors Larrea and Soyring made highlighted significant comments regarding the complete draft ordinance. The property owners asked that a second meeting be held with the attendance of the Joint Planning Commission.

Discussion.

Planning Directors Larrea and Soyring will schedule a meeting on the campus for March 4, 2015 with the Grand Traverse Commons property owners/residents. The April 1, 2015 meeting is a possible date to set a public hearing on the draft ordinance for the May 6, 2015 Joint Planning Commission regular meeting.

#### 5. Reports and Updates

Planning Director Soyring stated that State of Michigan would like to expand the on-site parking at their building on South Elmwood Avenue. He reviewed the pertinent pages from the Grand Traverse Commons District Plan.

Mr. Kyle Kobylski, Gourdie Fraser and Associates stated that he has been hired to conduct a feasibility study and cost analysis for expanding the parking for the State of Michigan. The State is remodeling the building and will be adding additional employees that will work in this building.

Discussion followed with concerns raised by the various members of the Commission regarding the impact the expanded parking would have on the wetlands and Kids Creek just to the east. Commissioners noted the expansion plans were inconsistent with the District Plan in terms of location of future parking areas. Planning Directors will explore with Mr. Kobylski alternative parking plans that are more aligned with the District Plan.

#### 6. Public Comment

Raymond Minervini and Ray Minervini suggested that there be a process identified in the draft zoning ordinance that would allow for existing buildings have a "shell permit". The shell permit would allow the replacement of roof structures, window replacement in existing openings, etc. without prompting site improvements when no end user has been identified. Before occupancy of a building, site improvements would need to be completed. Mr. Ray Minervini said he believes the approved Subarea 2/3 Plan allows for such building improvements without the need to do site improvements.

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Discussion. The “shell permit” concept will be placed on a future Joint Planning Commission agenda for consideration.

Kathryn Leezna, 5429 Moore Road, Williamsburg supported the shell permit concept.

7. Adjournment

The meeting was adjourned at 8:45 PM.

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Dated

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Jan Warren, Secretary

# Grand Traverse Commons Planning Commission

Special Meeting  
Wednesday, March 18, 2015  
Governmental Center, 2<sup>nd</sup> Floor  
Training Room  
400 Boardman Avenue, Traverse City, MI 49684

## MINUTES

Chairperson Hale called the meeting to order at 7:01 PM.

Present: Commissioners Hale, Racine, Clark, Warren

Absent: Serratelli

Staff: Rob Larrea, Township Planning Director; Brian VanDenBrand, Township Deputy Planner Russ Soyring, City Planning Director

### 1. Presentation of the Draft Grand Traverse Commons Development Regulations.

Planning Director Soyring gave a slide presentation highlighting the significant development regulations proposed for the Grand Traverse Commons campus. Planning Director Larrea and Deputy Planner VanDenBrand added comments.

Discussion.

The property owners including representatives from the recently formed Building 50 property owner association, Munson Medical Center, Grand Traverse Pavilions, Cordia, The Minervini Group raised a number of questions regarding the proposed regulations. The Commission and staff answered the questions.

Comments and questions included: Need more time to digest the proposed changes; how do these regulations relate to the State Historic Preservation Officer's regulations; more sidewalks need to be shown on the sidewalk diagram; parking overflow regulations need to be added for special events; Commons activities are negatively impacting the Central Neighborhood residences on 11<sup>th</sup> Street with traffic and noise; minimum light levels should be addressed; due care plans limit how the property can be used including the use of pervious surfaces required by the proposed code; parking and landscaping regulations need to have some flexible standards.

### 2. Public Comment-None.

### 3. Adjournment- The meeting was adjourned at 8:50 PM

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Dated

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Jan Warren, Secretary