

Planning Commission Goals updated 1/11/18

Accepted by the Planning Commission on 1/17/18

The Planning Commission purpose is to prepare and adopt physical plans for the City; and review development proposals, both private and public regarding consistency with City plans.

- **Traverse City Master Plan Vision & Community Survey**

The Master Plan Committee recommended that we prepare for a larger community engagement/vision process to prepare for the next 5 year review of the Master Plan.

Goal: Hold community vision or survey process in 2018.

- **Envision 8th Form Based Code**

The Planning Commission and the community have participated in a charrette process. The final Master Plan and Form Based Code for the street will be complete this year. The Master Plan and Form Based Code will need to be approved by the City and Planning Commissions.

Goal: Public hearing on Form Based Code by June 2018.

- **Comprehensive Parking Plan**

There was a Parking Committee that was a subcommittee of the Planning Commission. The committee work is essentially complete. In October of last year, a Transportation Demand Management Study was completed. Planning Commission shall review parking requirements in light of the TDM Study.

Goal: Have the staff recommendations on the Transportation Demand Management Study and present summary back to Planning Commission. Set public hearing by August 2018 regarding amendments to parking regulations.

- **Housing and Building Committee**

Tourist home regulations will be the remaining topic for this Committee.

Goal: Make recommendations to the Planning Commission for tourist home regulations by October 2018.

- **PC Transportation Committee**

This committee was called Traffic Calming Committee and was tasked with re-writing the Neighborhood Traffic Calming Program. We are proposing renaming it the PC Transportation Committee and plan on using this Committee to review a consultant's work on preparing a comprehensive document that includes plans for Active Transportation, Pattern Book, Traffic Calming and Green Streets.

Goal: Complete a draft plan for review by the Planning Commission by April 2018 and a goal of possible approval by Planning Commissions by June 2018.

- **Building Heights Committee**

This committee met in the first quarter of 2017 and reviewed building height regulations throughout the city with a focus downtown. Present committee's April 2017 report to the Planning Commission by March 2018.

Goal: Present Committee's report to the Planning Commission by March 2018. Based on the consensus by the Planning Commission, zoning amendments may follow.

- **Dock Line Setback**

Review the setback requirements for buildings in the downtown along the Boardman River. Currently, buildings must be setback 10 feet from the dock line which is a survey line that more or less follows the river's edge. Sometimes the dock line is several feet into the river, other places it is several feet inland from the river's edge.

In other areas of the community buildings along Boardman River and Boardman Lake are required to be setback 25 and 50 feet respectively from the high water mark. The high water mark is a contour line at certain elevations depending on the location.

Goal: Staff to work with DDA to research river setbacks and make recommendations to the Planning Commission by December 2018.

- **Formal Planning Commission Training and Study Session topics**

Throughout the year, the Planning Commission will be made aware of training programs available in the area and via the Internet. In addition, the Planning Commission would like to study the Boardman River as it relates to development, discuss environmental issues and nuisance issues like emissions. A project funded by Rotary Charities will cover several areas related to sustainability – Green Streets, Stormwater Approaches and Riparian Buffers.

Goal: Offer professional development and training opportunities regularly to the Planning Commission and schedule study sessions in 2018 related to the topics above.

Planning Department Projects

Not for acceptance by the Planning Commission

Mission Statement: *The Planning Department's primary purpose is to guide the City with land use and planning in order to enhance the quality of the community and ensure it remains a place where both citizens and businesses love to call home.*

The Planning Department:

- Helps to administer the City of Traverse City Master Plan, a document that guides City zoning, land use, urban design and physical improvements, such as buildings, streets and parks.
- Provides administrative staff for the Planning Commission, Grand Traverse Commons Joint Planning Commission, Board of Zoning Appeals, and Historic Districts Commission.
- Administers and enforces the zoning, sign, and historic districts ordinances and other land use laws. Administers the Capital Improvement Program.
- Reviews building site plans and prepares reports and recommendations to the Planning Commission for zoning map amendments, zoning laws, special land use permits and planned unit developments.
- Answers zoning and land use questions and interprets land use principles, and planning and zoning laws.
- Works with property owners and developers, other agencies and other City departments to ensure that building plans are consistent with the Master Plan and laws regarding size and placement of buildings, signs, parking areas and landscaping requirements.
- Inspects multi-family rental dwellings, rooming houses, proper anchoring of boats on the near shore of Grand Traverse Bay and property maintenance code violations.

Goals/objectives include:

- **Seek grants-** to implement adopted plans and City projects.
- **Redevelopment Ready Communities Certification**
Certification expected in March 2018. Continually re-evaluate our development processes.
- **Envision 8th Street Concept**
Work toward implementation: 37 driveways to remove.
- **Boardman Lake Trail-** The Planning Department will work with project partners on final design and project fundraising.
- **Master Plan Elements Implementation Plans**
Implementation strategies were created for a number of Planning Elements of the Master Plan. Prioritizing the long list of suggested implementation actions will help the Planning

Commission and staff focus on the highest priorities. Implementation of the highest priorities shall be placed on Planning Commission agendas for possible implementation.

- **Fish Pass Project**
Participating in the Bidirectional Selective Fish Passage Project (FishPass). Meeting to review 30% design plans scheduled for February 2018. Project page link:
<http://www.glf.org/fishpass.php>
- **Group Day Care Regulations**
Review existing regulations for Group Day Cares and possibly recommend an amendment
- **Tree Ordinance**
A Watershed Center-led committee has been formed to review city regulations regarding trees. Possibly ordinance changes will be reviewed by the Planning Commission.
- **Medical Marijuana Regulations**
Amendments to the state law related to Medical Marijuana have changed recently. Guidelines from the state for local implementation of the laws should be released by the first quarter of 2018. Staff and the Planning Commission will review the state guidelines and determine if amendments to change our Medical Marijuana regulations should take place.
- **Safe Routes to School**
Collaboration with all 10 city (K-8) schools (public and private) to participate in the Safe Routes to School program for infrastructure improvements (sidewalks, traffic calming, signage, etc.) for routes to schools. City Commission approved Resolution of Support in October 2016 for all ten K-8 schools within the city including Traverse City Area Public Schools, Grand Traverse Area Catholic Schools, Traverse Bay Area Intermediate School District and TC Trinity Lutheran School. Working with our non-profit partner, Norte, the City conducted walking audits and action plans for all of the schools in 2016 and 2017. Through the SRTS program, we have an opportunity to apply for \$200,000 per school for infrastructure. The SRTS team is aiming for a March 2018 application submittal for all 10 schools. If the grant request is fully funded, then \$2,000,000 could be invested on improvements to make it safer to walk or bike to school.