

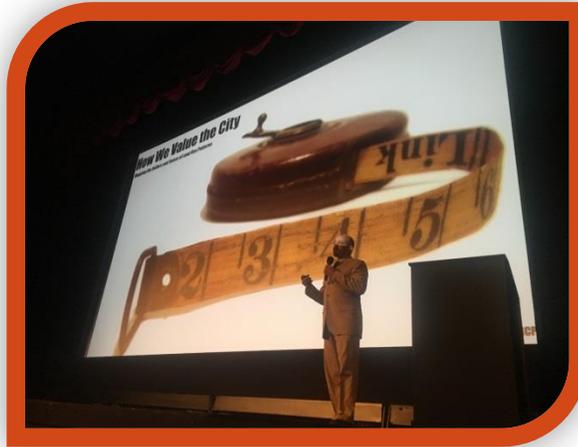
City of Traverse City Planning Department



City of Traverse City
Planning Department
2016 Annual Report

Mission Statement

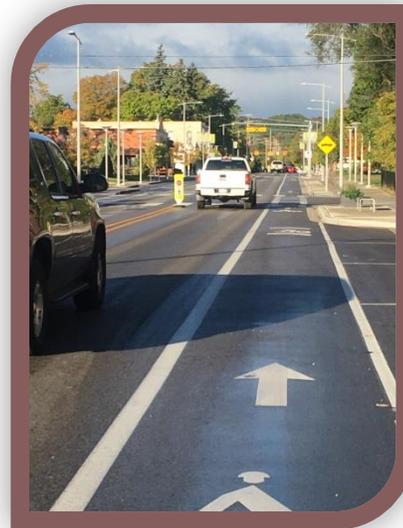
The Planning Department's primary purpose is to guide the City with land use and planning in order to enhance the quality of the community and ensure it remains a place where both citizens and businesses love to call home.



Planning Department Staff

Russ Soyring, Planning Director
David Weston, Zoning Administrator
Missy Luick, Planning and Engineering Assistant*
Mike Trombley, Code Enforcement Officer

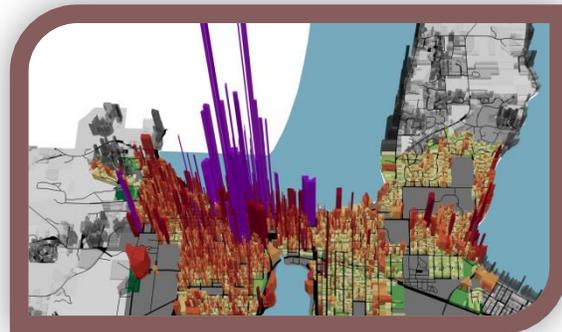
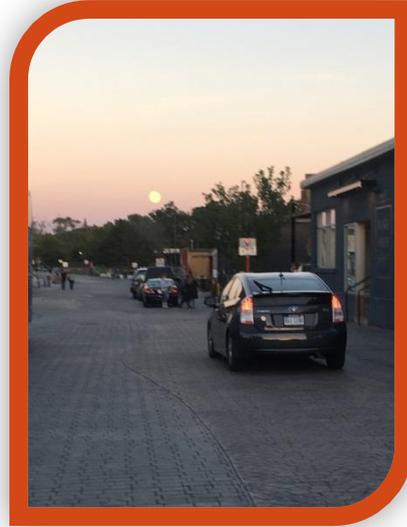
*(.6 FTE Planning .4 FTE Engineering)



Planning Department 2016 summary

In 2016, the Planning Department provided the following services:

- Provided administrative staff for the following:
 - Planning Commission- In 2016, considered the following:
 - 4 Ordinance Amendments
 - 1 Conditional Rezoning request
 - 2 Special Land Use Permit requests
 - 4 Site Plan Reviews
 - 3 Master Site Facilities Plan reviews
 - 1 Street Vacation request
 - 3 project reviews for Consistency with Master Plan
 - 27 presentations on various topics
 - Planning Commission subcommittees:
 - Master Plan Review Committee
 - Parking Regulation Committee
 - Traffic Calming Committee
 - Building Height Committee
 - Housing and Building Committee
 - Grand Traverse Commons Joint Planning Commission- In 2016, considered the following:
 - Development Regulations draft complete
 - Board of Zoning Appeals- In 2016, considered the following:
 - 3 requests
 - Historic Districts Commission- In 2016, considered the following:
 - 20 requests
- Administered the following staff-led committees: Public Engagement Plan Committee, Capital Improvement Program and Green Team
- Helped 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.



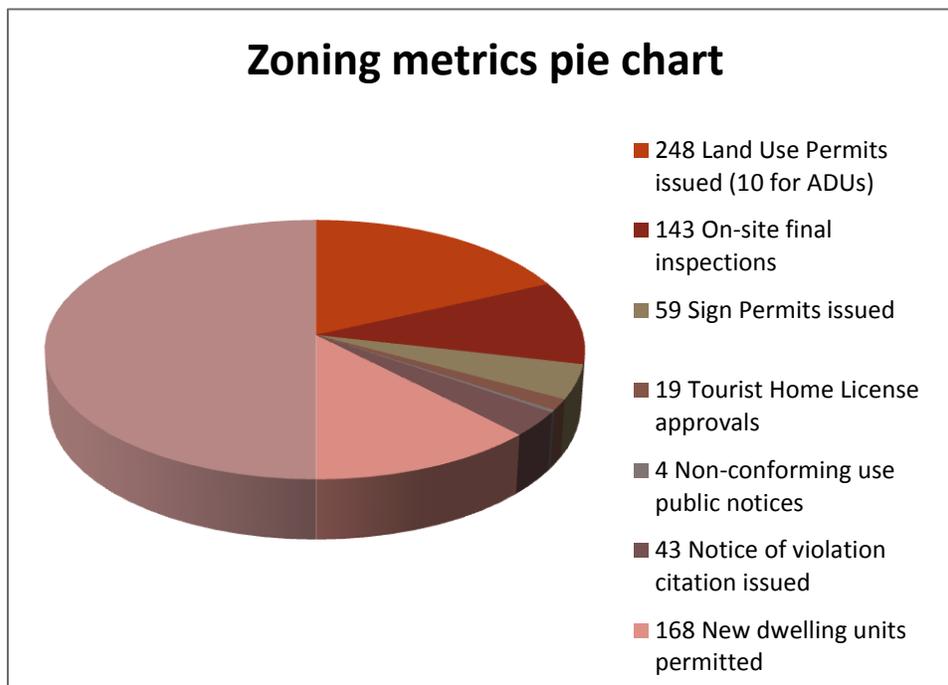
- Planning Department led the Envision 8th Street Charrette process, West Boardman Lake District project, Traverse City/Grand Traverse County Analytic Project, Safe Routes to School initiative and Redevelopment Ready Communities certification effort. The Planning Department served as an active member working on the Boardman Lake Trail project.
- Coordinated and managed the Six-Year Capital Improvement Program for the City.
- Played a key role in advancement of community and economic development plans.
- Answered zoning and land use questions and interpreted land use principles, planning and zoning laws.
- Worked with property owners and developers, other agencies and other City departments to ensure that building plans were consistent with the Master Plan and laws regarding size and placement of buildings, signs, parking areas and landscaping requirements.
- Inspected multi-family rental dwellings, rooming houses and property maintenance code violations.



Zoning

The chart below shows the number of permits, inspections and violations handled by this office in 2016.

Type	Number
Land Use Permits issued (10 for ADUs)	248
On-site final inspections	143
Sign Permits issued	59
Tourist Home License approvals	19
Non-conforming use public notices	4
Notice of violation citation issued	43
New dwelling units permitted	168
TOTAL	684



Code Enforcement

The chart below shows the types of complaints and the total number of each complaint handled by this office during the 2016 year. Approximately 90% are complaint generated, with 10% self-initiated.

Complaint Type	Number
Lawns	73
Sign Violations	101
Sidewalk Café Inspections	20
Brush/ Streets Dept referrals	98
Parking violations	60
Neighbor Disputes	45
Street Performer inspections/complaints	9
Chickens	0
Trash/garbage/junk	84
Smoking Violation	1
Dilapidated Homes/buildings	11
Food Trucks/Vendors	15
Noise	10
Health/Safety	34
News Racks	0
DDA issues/complaints	0
Miscellaneous Complaints	88
Rental Housing Inspections	547
Snow Complaints	68
TOTAL	1264

