

**CITY OF TRAVERSE CITY
OFFICE OF THE CITY MANAGER
ADMINISTRATIVE ORDER NO. 06**

TITLE: PLANNING DEPARTMENT FUNCTIONS

DEPTS. AFFECTED: PLANNING

EFFECTIVE DATE: OCTOBER 2010

The Planning Department of the City of Traverse City shall perform the following functions:

Planning and zoning services such as are traditionally or customarily performed by the Planning Department. These services shall include administering all matters concerning zoning, special land use permits, sign permits, nonconforming use permits, staffing the City Planning Commission and the Grand Traverse Commons Joint Commission, Board of Zoning Appeals, Historic Districts Commission; reviewing site plans, lot splits and street and alley vacation; acting as a member of various planning-related committees; assisting with Capital Improvement Plan; writing grant applications; designing parks, recreational areas and facilities, signs, and parking lots; writing various City plans; interpreting the City Master Plan.

The Code Enforcement Officer shall be designated as the "Housing Administrator" for the City of Traverse City. The Housing Administrator shall oversee and enforce the Rental Housing Regulations. This position shall be under the direction of the Planning Director.

The City Planner shall act as head of this department and shall also prescribe rules and regulations for further administration of this department.



R. Ben Bifoss, City Manager

History: Supersedes Executive Order #262 dated March 1, 1991 and Executive Order #328 dated February 2, 2009

Cross-Ref: Charter, Section 39, T.C. Code, Section 1482.05