



CITY PLANNING DEPARTMENT ANNUAL REPORT 2022

PREPARED FOR:
MARTY COLBURN, CITY MANAGER
TRAVERSE CITY COMMISSION



CITY OF
TRAVERSE CITY

SUMMARY

THE PLANNING & ZONING DEPARTMENT

The Planning & Zoning Department is responsible for preparing the City's Master Plan, which influences the regulations and standards in the zoning ordinance and any future changes to it. The department is responsible for the institution of zoning districts and appropriate enforced regulations, code enforcement, and approval of site plans.

The department is responsible for ongoing land-use planning efforts, grant preparation and administration, strategic planning processes, comprehensive plans, neighborhood plans, campus plans, policy recommendations, implementation, and management.

The Planning Department also administers the Capital Improvement Program (CIP) by working with all city departments on project submissions and coordinating reports.

PLANNING COMMISSION 2022 GOALS & OBJECTIVES



EXPAND HOUSING
OPPORTUNITIES



CREATE A RIPARIAN
BUFFER ZONE ORDINANCE



BEGIN THE MASTER PLAN
AND MOBILITY & BICYCLE
ACTION PLAN PROCESS

The Planning Commission's 2022 goals were identified at the start of 2022, and are listed here in no particular order. These identified land use issues and priorities inform the actions taken and decisions made by the Planning Commission and department as a whole.

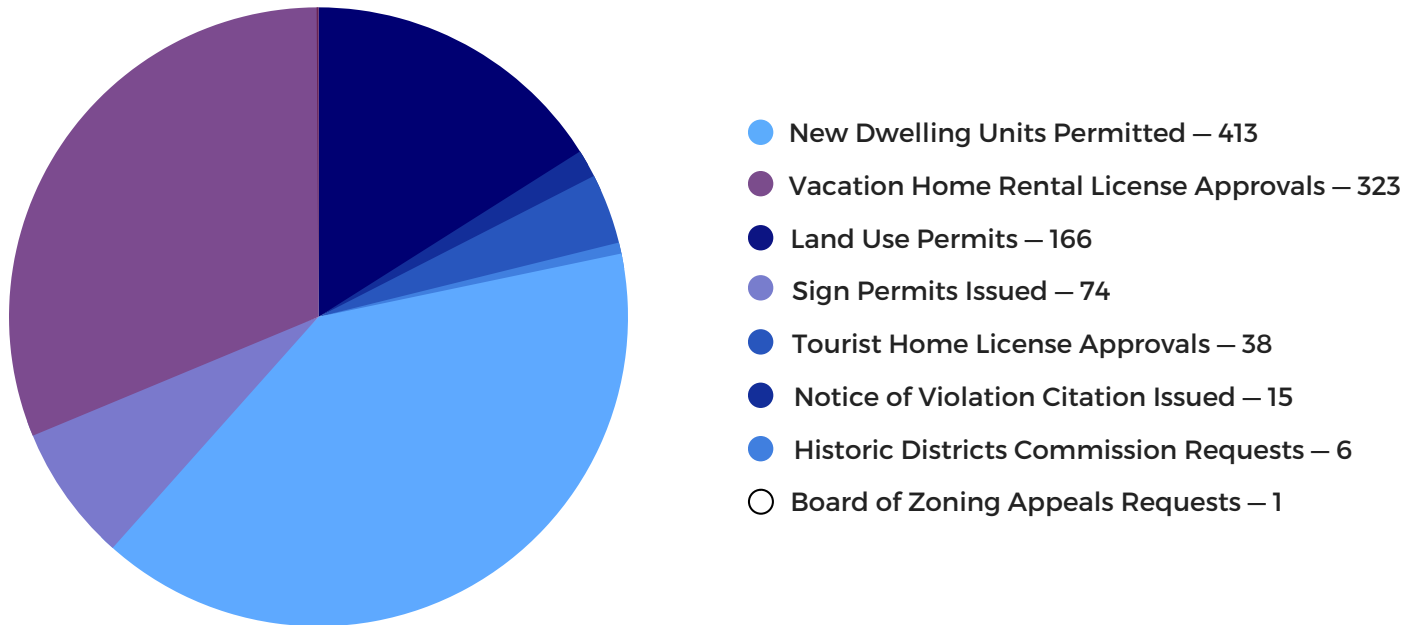
In 2022, the initiation of the Master Plan and Mobility Action Plan, with the goal of completion within 1.5 years, has been the top priority of administration. This level of efficiency has required sizable attention and focus (as the previous City Master Plan alone was a four-year process). This timeline is feasible thanks to our consultants, Beckett & Raeder, Inc. and Statecraft (Master Plan) and Progressive AE and Toole Design (Mobility Action Plan). Planning Commissioners have informed these processes in their individual roles, and by incorporation of Commission members into leadership teams of both projects.

The 2022 goals and objectives are areas in which continual development is needed and desired within the City — they can therefore inform 2023 priorities.

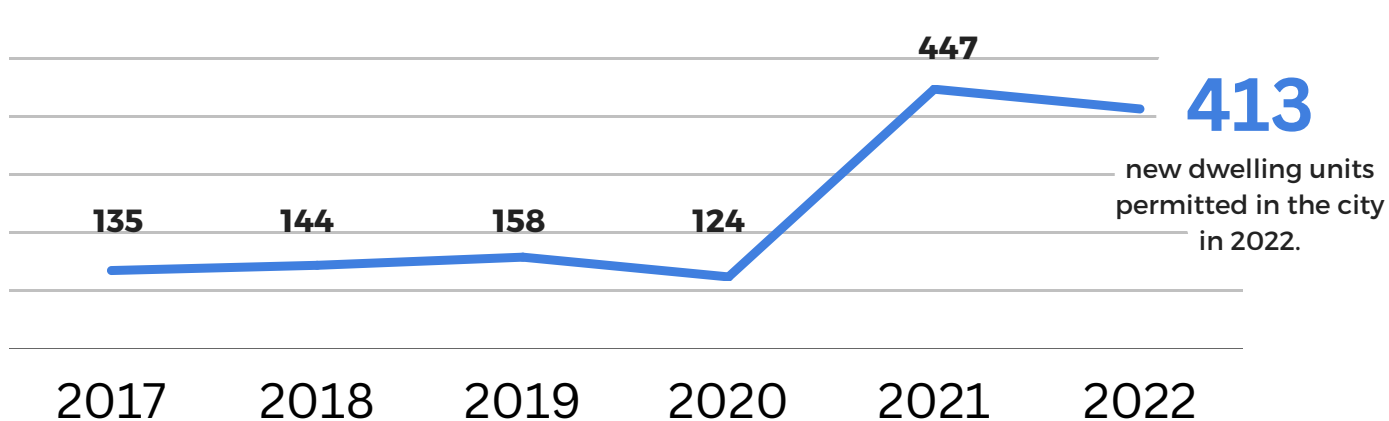


2022 YEAR END TOTALS

2022 PLANNING & ZONING DEPARTMENT REQUESTS



PERMITTED DWELLING UNITS PER YEAR

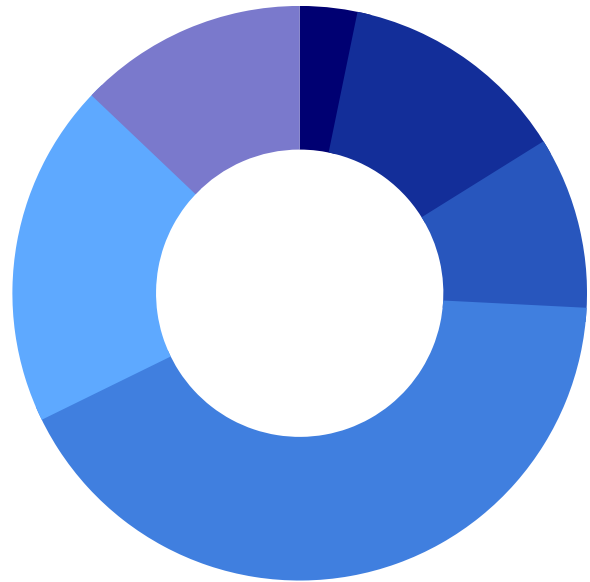




2022 YEAR END TOTALS

MEETINGS IN 2022

- Planning Commission – 13
- Master Plan Leadership Team – 6
- Mobility Action Plan Leadership Team – 4
- Historic Districts Commission – 4
- GT Commons Joint Planning Commission – 3
- Board of Zoning Appeals – 1



The Department prepared a total of 31 packets for the following boards and commissions: Planning Commission, Grand Traverse Commons Joint Planning Commission, Board of Zoning Appeals, Master Plan and Mobility Action Plan leadership teams, and Historic Districts Commission.

MASTER PLAN LEADERSHIP TEAM

The master plan leadership team is comprised of local elected and appointed officials, City staff, residents, and community stakeholders. The purpose of the Leadership Team is to review and provide input on the Master Plan as it is drafted. The Leadership Team meets once a month at the Governmental Center – all meetings are open to the public and materials can be accessed at tcmasterplan.org, or on the City's website.

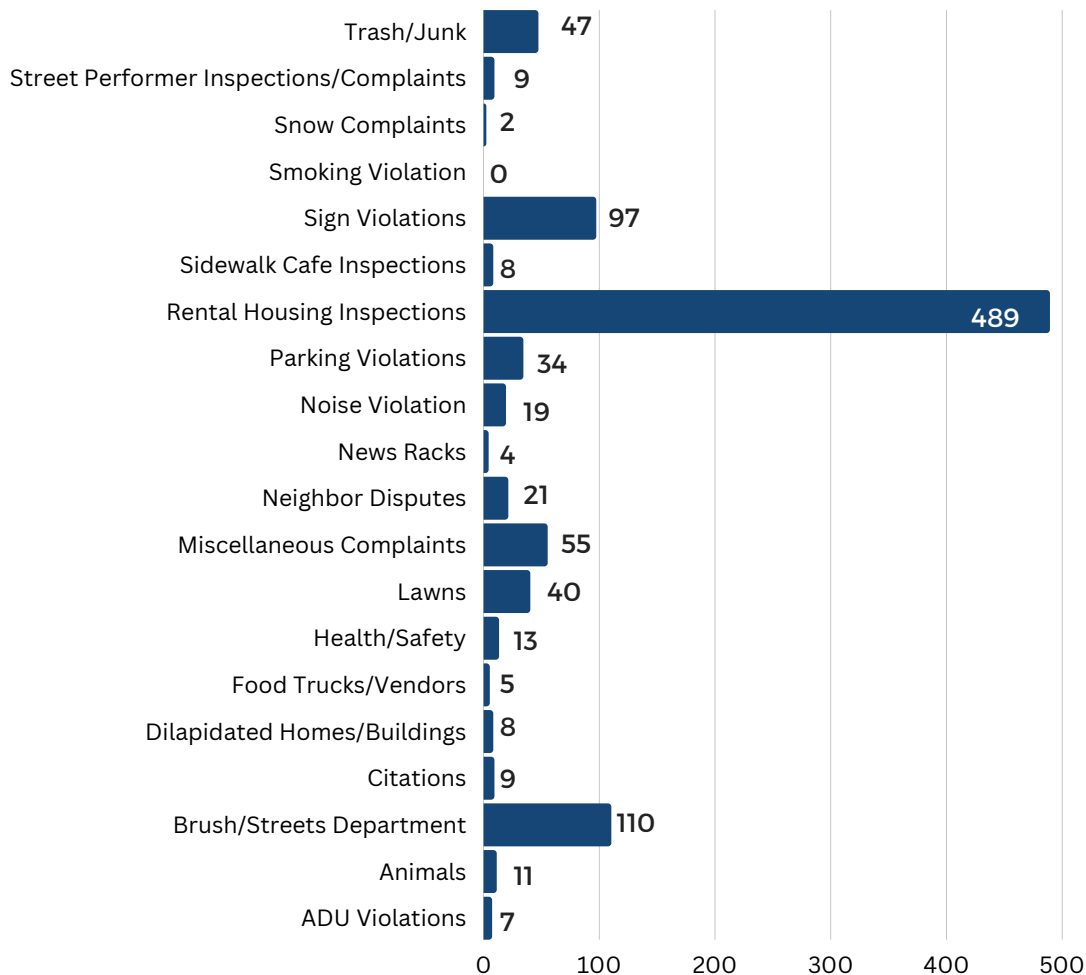
MOBILITY ACTION PLAN LEADERSHIP TEAM

The Mobility Action Plan leadership team is comprised of local representatives of transportation-focused organizations, City staff, and elected and appointed officials. They provide a role similar to the Master Plan Leadership Team in review and community engagement related to the Mobility Action Plan. Their meetings are also monthly at the Governmental Center and are open to the public. Project materials may be found on the project website at tcmobility.org, or on the City's website.



2022 YEAR END TOTALS

2022 CODE ENFORCEMENT INVESTIGATIONS



Our Code Enforcement Officer addresses the preservation, maintenance and aesthetics of all residential, commercial and industrial properties throughout the City. Code Enforcement works with citizens to resolve issues affecting the quality of life in Traverse City by enforcing a broad range of public health and safety regulations including rental housing, zoning, health, parking, public nuisance, and other safety codes.



2022 PLANNING COMMISSION

The 2022 Planning Commission met a total of 13 times: including 3 Special Meetings, 3 Study Sessions, and 7 regular meetings.

2022 PLANNING COMMISSION MEETING ATTENDANCE

| | |
|-----------------------|-------------------|
| • AnnaMarie Dituri | 11 of 13 meetings |
| • Janet Fleshman | 11 of 12 meetings |
| • David Hassing | 12 of 13 meetings |
| • Debbie Hershey | 11 of 13 meetings |
| • Christopher Martin | 13 of 13 meetings |
| • Heather Shaw | 11 of 13 meetings |
| • Mitchell Treadwell* | 13 of 13 meetings |
| • Jim Tuller | 9 of 13 meetings |
| • Mark Wilson* | 9 of 13 meetings |
| • Ted Arnold** | 4 of 4 meetings |
| • David Knapp | 1 of 1 meeting |

PLANNING COMMISSION REPRESENTATIVES ON ADDITIONAL COMMITTEES/COMMISSIONS

- GT Commons Joint Planning Commission (Heather Shaw, Mitchell Treadwell*)
- Board of Zoning Appeals (David Hassing, Mitchell Treadwell)
- Riparian Buffer Zone Ordinance Committee (subcommittee of the Planning Commission) (Anna Dituri, Janet Fleshman, Heather Shaw)
- Master Plan Leadership Team (David Hassing, Debbie Hershey, Mitchell Treadwell, Ted Arnold)
- Mobility Action Plan Leadership Team (Anna Dituri, David Hassing)



2022 PLANNING COMMISSION

2022 ORDINANCE AMENDMENTS

| # | DESCRIPTION | RECOMMENDED APPROVAL | RECOMMENDED DENIAL |
|---|---|----------------------|--------------------|
| 1 | Consideration of initiated amendment to regulate first floor land uses in the C-4 Regional Center District for review and to set a public hearing. (2/1/2022), (3/1/2022), (5/3/2022), (6/7/2022) — adopted 6/7/2022 | 6/7/2022 | |
| 2 | Consideration of a staff initiated amendment to regulate enclosed spaces on rooftops to support rooftop amenities (7/6/22), (8/16/22) — approved 8/16/22 | 8/16/2022 | |
| 3 | Consideration of staff initiated zoning amendment to Section 1354.01 Uses Allowed of the Traverse City Code of Ordinances to address building size of C-2 uses in the I: Industrial District and to set a public hearing. (12/6/22) | — | |
| 4 | Staff initiated amendment to the Traverse City Code of Ordinances to clarify inconsistencies in Chapter 1375 Outdoor Lighting (11/1/2022), (12/6/2022) | 12/6/2022 | |

2022 PLANNED UNIT DEVELOPMENT (PUD)

| # | DESCRIPTION | RECOMMENDED APPROVAL | RECOMMENDED DENIAL |
|---|--|----------------------|--------------------|
| 1 | Senior Center Park Planned Unit Development (PUD) submitted on behalf of the City of Traverse City | 12/6/2022 | |



2022 PLANNING COMMISSION

2022 REZONING

| # | DESCRIPTION | RECOMMENDED APPROVAL | RECOMMENDED DENIAL |
|---|---|----------------------|--------------------|
| 1 | Aspire North Realtors for the properties commonly known as 852 S Garfield Ave and 833 Fern St to be conditionally rezoned to C-3 with the conditions (7/6/22) | 7/6/2022 | |
| 2 | Blake Brooks on behalf of SSB Real Estate LLC for the properties commonly known as 862 S Garfield Ave and 837 Fern St to be conditionally rezoned to C-3 (7/6/2022) | 7/6/2022 | |
| 3 | Consideration of recommending the approval for an extension to the conditional rezoning agreement for 1028 Carver Street (7/6/22) | 7/6/2022 | |

2022 SITE PLAN REVIEW

| # | DESCRIPTION | APPROVED | DENIED |
|---|--|-----------|--------|
| 1 | Request for site plan review for a 4-story, 99-guest room hotel submitted by Jeff Schmitz of JS Traverse City LLC and located at 211 and 221 W Grandview Parkway (12/6/2022) | 12/6/2022 | |



2022 PLANNING COMMISSION

2022 FORMAL TEXT AMENDMENT REQUESTS

| # | DESCRIPTION | RECOMMENDED APPROVAL | RECOMMENDED DENIAL |
|---|--|----------------------|--------------------|
| 1 | Consideration of a City Commission-initiated zoning map and text amendment to regulate adult use marijuana retail establishments. (2/15/2022), (3/1/2022), (4/5/2022) | 4/5/2022 | |
| 2 | Jeff Schmitz for a formal text amendment request to allow for "a height increase up to 5' beyond the prescribed maximum heights" within the C-4a District (6/7/2022), (7/6/2022) | 7/6/2022 | |



2022 PLANNING COMMISSION

2022 PRESENTATIONS / DISCUSSIONS

- Presentation and acceptance of the Lower Boardman Unified Plan (1/19/2022)
- Discussion and acceptance of the City Planning Commission 2022 goals (1/19/2022), (2/1/2022) — **adopted 2/1/2022**
- Discussion and consideration of the Capital Improvement Plan 2022/23-2027/28-2026/27 presented on (2/1/2022), (2/15/2022), (3/1/2022) — **adopted on 3/1/2022**
- Presentation and discussion of Conceptual TART Trail Improvements and Extension (2/1/2022)
- Project Review for Consistency with Master Plan for S Union Street and N Cass Street Bridge Projects (2/15/2022) — **adopted 2/15/2022**
- Project Review for Consistency with Master Plan for Jefferson Ave and Madison St Reconstruction Projects (2/15/2022) — **adopted 2/15/2022**
- Draft Riparian Buffer Zone Ordinance for Discussion (4/5/2022)
- Review of Planning Commission Bylaws (4/5/2022), (5/3/2022) — **adopted 5/3/2022**
- Master plan consultant discussed (5/3/2022)
- Masterplan kick off (6/21/2022)
- Consideration of amending the Planning Commission Bylaws to include a student member (7/6/2022) — **adopted 7/6/2022**
- Master Plan Community Engagement Pop-Up Event Discussion (7/19/2022)
- Discussion on the ongoing Master Plan community engagement efforts (8/16/2022)
- Traverse City Housing Update (9/20/2022)
- Discussion regarding incentives for an increase in building height (9/20/2022)
- Master Plan and Mobility Action Plan Updates (9/20/2022)
- Senior Center planned unit development (PUD) application (11/1/2022), (12/6/2022)
- Discussion on topics from the annual MAP Planning Michigan Conference (11/1/2022)



2022 HIGHLIGHTS

STAFFING

- Previous engineering assistant Kaitlyn Aldrich succeeded former planning assistant Leslie Bilbey in spring of 2022. Current planning assistant Laura Mattas succeeded Aldrich in winter of 2022.
- The department hired University of Michigan law and planning student Jessie Williams as a summer and winter break Planning Intern.

OPERATIONS

- Implemented new online short-term rental licensing and enforcement program in collaboration with the City Clerk's office, through Granicus and Host Compliance.

GENERAL UPDATES

- Planning Director Shawn Winter presented the Community Housing Profile presentation to the City Commission on 4/11/2022.



2022-2023 FOCUS

As the department enters 2023, the primary focus will be on adopting the Master Plan and Mobility Action Plan, in addition to addressing additional community land use needs and issues. Zoning reforms will be considered with the goal to continually increase housing opportunities within the City of Traverse City. Additionally, public engagement will be sought for a rewrite of the City's Riparian Buffer Zone Ordinance.