

CHARTER TOWNSHIP OF GARFIELD PLANNING COMMISSION MEETING

Wednesday, January 24, 2024 at 7:00 pm
Garfield Township Hall
3848 Veterans Drive
Traverse City, MI 49684
Ph: (231) 941-1620

A G E N D A

ORDER OF BUSINESS

Call meeting to order

Pledge of Allegiance

Roll call of Board Members

1. Public Comment

Public Comment Guidelines:

Any person shall be permitted to address a meeting of The Planning Commission, which is required to be open to the public under the provision of the Michigan Open Meetings Act, as amended. (MCLA 15.261, et.seq.) Public Comment shall be carried out in accordance with the following Commission Rules and Procedures: a.) any person wishing to address the Commission is requested to state his or her name and address. b.) No person shall be allowed to speak more than once on the same matter, excluding time needed to answer Commissioner's questions. Where constrained by available time the Chairperson may limit the amount of time each person will be allowed to speak to (3) minutes. 1.) The Chairperson may at his or her own discretion, extend the amount of time any person is allowed to speak. 2.) Whenever a Group wishes to address a Committee, the Chairperson may require that the Group designate a spokesperson; the Chairperson shall control the amount of time the spokesperson shall be allowed to speak when constrained by available time. Note: If you are here for a Public Hearing, please hold your comments until that Public Hearing time.

2. Review and Approval of the Agenda – Conflict of Interest

3. Minutes – January 10, 2024

4. Correspondence

5. Reports

- a. Township Board
- b. Planning Commissioners
 - i. Zoning Board of Appeals
 - ii. Parks and Recreation Commission
 - iii. Joint Planning Commission
- c. Staff Report
 - i. Master Plan Announcement

6. **Unfinished Business**
 - a. Master Plan Update – Review of Complete Draft and Summarize Open House
7. **New Business**
 - a. PD 2024-8 – 2023 Planning Commission Annual Report
8. **Public Comment**
9. **Other Business**
 - a. Photos of Recent Development Activity
10. **Items for Next Agenda – February 14, 2024**
 - a. Culver Meadows Senior Living Conditional Rezoning – Public Hearing
 - b. 3066 North Garfield Special Use Permit – Update
11. **Adjournment**

**Joe Robertson, Secretary
Garfield Township Planning Commission
3848 Veterans Drive
Traverse City, MI 49684**

The Garfield Township Board will provide necessary reasonable auxiliary aids and services, such as signers for hearing impaired and audio tapes of printed materials being considered at the meeting to individuals with disabilities upon the provision of reasonable advance notice to the Garfield Township Board. Individuals with disabilities requiring auxiliary aids or services should contact the Garfield Township Board by writing or calling Lanie McManus, Clerk, Ph: (231) 941-1620.

**CHARTER TOWNSHIP OF GARFIELD
PLANNING COMMISSION MEETING
January 10, 2024**

Call Meeting to Order: Chair Racine called the January 10, 2024 Planning Commission meeting to order at 7:00pm at the Garfield Township Hall.

Pledge of Allegiance

The Pledge of Allegiance was recited by all in attendance.

Roll Call of Commission Members:

Present: Joe McManus, Molly Agostinelli, Pat Cline, Joe Robertson, Chris DeGood, John Racine and Robert Fudge

Staff Present: Planning Director John Sych and Deputy Planning Director Steve Hannon

Election of Officers

Racine moved and DeGood seconded to elect McManus as Chair.

Yeas: Racine, DeGood, Agostinelli, Fudge, McManus, Robertson, Cline

Nays: None

Racine moved to elect DeGood as Vice Chair and McManus seconded the motion.

Yeas: Racine, McManus, Cline, Robertson, Agostinelli, Fudge, DeGood

Nays: None

Agostinelli moved and Cline seconded to elect Robertson as Secretary.

Yeas: Agostinelli, Cline, Robertson, Fudge, DeGood, Racine, McManus

Nays: None

1. Public Comment (7:03)

None

2. Review and Approval of the Agenda – Conflict of Interest (7:03)

Racine moved and Agostinelli seconded to approve the agenda as amended changing the next meeting date to January 24, 2024.

Yeas: Racine, Agostinelli, Cline, Fudge, Robertson, DeGood, McManus

Nays: None

3. Minutes (7:04)

a. December 13, 2023 Regular Meeting

Fudge moved and Cline seconded to approve the December 13, 2023 Regular Meeting minutes as presented.

Yeas: Fudge, Cline, Robertson, DeGood, Agostinelli, Racine, McManus
Nays: None

4. Correspondence (7:05)

Email from the Watershed Center regarding Culver Meadows conditional rezoning request.

5. Reports (7:05)

Township Board Report

Agostinelli stated that the Township Board discussed the hiring of a township manager and changing the job description of the supervisor.

Planning Commissioners

i. Zoning Board of Appeals

Fudge reported that officers were elected and the 2024 meeting calendar was adopted.

ii. Parks and Recreation Commission

DeGood mentioned that the next meeting was February 6, 2024.

iii. Joint Planning Commission

Racine said there will be a quarterly meeting in 3 weeks.

Staff Report

i. PD 2024-1 – Planning Department Monthly Report – January 2024

Sych stated that the monthly report was included in packets.

ii. Master Plan Announcement

Sych stated that the Master Plan information is still being updated on the website. Hannon reported that he attended a webinar regarding renewable energy.

6. Unfinished Business

a. PD 2024-3 – Commercial District Housing Development Amendment – Public Hearing (7:10)

Currently, Section 725 has a setback requirement for parking areas in paragraph A.(1)(d). The requirement states: "Parking areas shall not be located within any setback" There are no other developments permitted in the Zoning Ordinance that require such a setback requirement. Such a provision has the potential to disrupt the efficient layout of a proposed site development plan. Staff recommends a change to Article 5 –Development Standards to clarify shared parking arrangements and open space to provide a rear yard. Changes are also recommended to clarify open space and reliance upon the site design requirements and general criteria.

It also allows the Planning Department to work with applicants on their design requirements. McManus opened the public hearing at 7:12pm and seeing no one wishing to speak, closed the public hearing.

Agostinelli moved and Robertson seconded THAT the proposed amendment to the Garfield Township Zoning Ordinance, as attached to Planning Department Report 2024-3, BE RECOMMENDED FOR ADOPTION by the Township Board.

*Yeas: Agostinelli, Robertson, Racine, Fudge, Cline, DeGood, McManus
Nays: None*

b. PD 2024-4 – Lederer R-1 Rezoning – Findings of Fact (7:14)

The applicant has requested rezoning of their parcel (ID #05-020-004-10) at 4220 Eastward Drive from the A-Agricultural district to the R-1 One-Family Residential district via the Zoning Map Amendment process, without restriction. This parcel is located at the corner of Eastward Drive and South Airport Road and is about 3.8 acres in size. Upon preliminary review of the Master Plan and Future Land Use designation for the subject site, Staff is of the opinion that this proposed Map Amendment is justifiable. Commissioners asked about lot splits and future access points on the parcel.

Racine moved and DeGood seconded THAT the Findings of Fact for application Z-2023-03, submitted by Dan Lederer to rezone Parcel #05-020-004-10, located at 4220 Eastward Drive, from the A-Agricultural zoning district to the R-1 One-Family Residential zoning district, as presented in Planning Department Report 2024-4 and being made a part of this motion, BE ADOPTED.

*Yeas: Racine, DeGood, Fudge, Agostinelli, Cline, Robertson, McManus
Nays: none*

Racine moved and Cline seconded TO RECOMMEND TO the Township Board THAT application Z-2023-03, submitted by Dan Lederer to rezone Parcel #05-020-004-10, located at 4220 Eastward Drive, from the A-Agricultural zoning district to the R-1 One-Family Residential zoning district, BE APPROVED.

*Yeas: Racine, Cline, Agostinelli, Robertson, McManus, Fudge, DeGood
Nays: None*

7. New Business**a. PD 2024-5 – Culver Meadows Traverse Senior Living Conditional Rezoning (7:18)**

This application requests the conditional rezoning of Parcels 05-030-008-50 and 05-030-008-45 on N. West Silver Lake Road, totaling roughly 5.14 acres. The request is to conditionally rezone the two parcels from the R-1 – One-Family Residential to the A – Agricultural district for use as an adult foster care, large group home and child care center. Applicants Brad and Trina Jewett said that they listened to other requirements that were brought forth at the conceptual review and have adjusted their application accordingly. Sych stated that the previous Zoning Ordinance had a definition for “Institutions for Human Care” which included adult foster care homes. Since that time, a new Zoning Ordinance was established in 2015 that follows the State of Michigan definitions for adult foster care homes and restricts their application, in conformance with State law, in the Residential zoning districts. The zoning on the parcel would be downzoned from R-1 to A – Agriculture. The applicant has offered as a condition of approval to limit the use to a large group home and child care center only. The use would cease to exist and revert to the R-1 zoning district if the home ceased to exist. Staff reviewed the completeness of the application and noted that wetlands on the parcel may need to be delineated. Snow storage, lighting plans, landscaping plans, stormwater plans and access easement details will also need to be provided.

DeGood moved and Robertson seconded THAT application Z-2023-04 BE SCHEDULED for public hearing for the February 14, 2024 Planning Commission regular meeting, subject to the applicant providing additional information as stated in Planning Department Report 2024-5 and in the completeness review for this application dated December 12, 2023 as further discussed at tonight’s (01-10-2024) meeting

*Yeas: DeGood, Robertson, Fudge, Cline, Agostinelli, Racine, McManus
Nays: None*

8. Public Comment (7:44)

None

9. Other Business (7:44)

None

10. Items for Next Agenda – January 24, 2024 (7:44)


- a. Master Plan Update – Review of Complete Draft
Staff suggested having an open house before the January 24th study session at 5:00pm to allow for comments from the public. Commissioners were receptive to having the open house as planned.

- b. 2023 Planning Commission Annual Report

11. Adjournment

Fudge moved to adjourn the meeting at 7:54 pm.

Joe Robertson, Secretary
Garfield Township Planning
Commission
3848 Veterans Drive
Traverse City, MI 49684

 Charter Township of Garfield Planning Department Report No. 2024-8		
Prepared:	January 17, 2024	Pages: 9
Meeting:	January 24, 2024 Planning Commission	Attachments: <input type="checkbox"/>
Subject:	2023 Charter Township of Garfield Planning Commission Annual Report	

INTRODUCTION:

The 2023 Charter Township of Garfield Planning Commission Annual Report was prepared pursuant to the requirements of Section 19(2) of the Michigan Planning Enabling Act (“MPEA”), which states:

A planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development.

This report is intended to serve as the Planning Commission’s report to the Township Board in accordance with the MPEA as quoted above. It will also outline the Planning Department’s activities during 2023.

BOARDS AND COMMISSIONS:

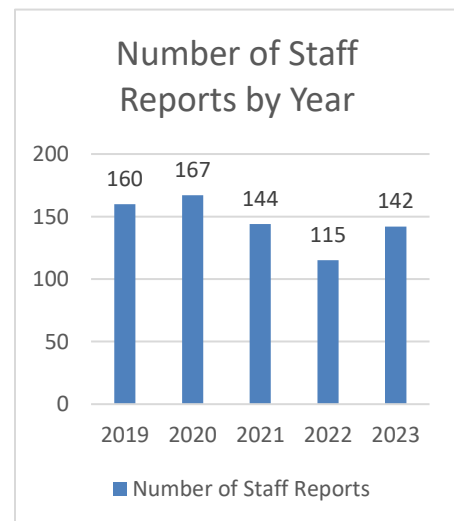
The Planning Director and Deputy Planning Director serve on various committees and provide support services to several boards and commissions, including but not limited to:

- Garfield Township Board of Trustees (Staff)
- Garfield Township Planning Commission (Staff)
- Garfield Township Parks and Recreation Commission (Staff)
- Garfield Township Zoning Board of Appeals (Liaison)
- Joint Traverse City and Garfield Township Planning Commission (Staff)
- Joint Traverse City and Garfield Township Recreation Authority (as needed)
- Traverse Transportation Coordinating Initiative (TTCI) (Technical Committee Member)
- Grand Traverse County Road Commission (Garfield Township Alternate Representative)

ADMINISTRATION:

The Planning Department was responsible for generating 142 total staff reports in 2023 for the various boards and commissions listed above. Day-to-day tasks of the Planning Department also include:

- Answering questions and discussing planning-related issues with the Township residents, developers, partner organizations, and community stakeholders
- Reviewing new and ongoing development applications
- Monitoring development approvals through completion of the approval process
- Administering grants and parks and recreation projects
- Developing plans and related studies
- Preparing zoning analyses and drafting new text for the Zoning Ordinance
- Conducting site visits



PLANNING COMMISSION:

The Planning Commission meets the second and fourth Wednesdays of each month and is responsible for reviewing development applications, preparing plans, and making recommendations to the Township Board on development applications and zoning amendments. This meeting schedule allows the Planning Commission to hear, review, and decide on projects during the first meeting and to advance the interests of the community by holding a study session during the second meeting of the month. This schedule will continue throughout 2024.

The Planning Commission used many of its study sessions in 2023 to facilitate the process of updating the Master Plan and review draft sections of the updated Master Plan throughout 2023. These study sessions are summarized in the Master Plan overview section below.

STRATEGIC PLAN:

In February 2023, Planning Department staff provided a year-end report to the Township Board regarding its activity that supported the Strategic Plan in 2022. No changes were made to any Strategic Plan goals in 2023.

MASTER PLAN:

The current Township Master Plan was originally adopted in September 2018. The most recent change to the Master Plan occurred in June 2020 when the Barlow Garfield Neighborhood Plan was incorporated into the Master Plan and adopted by the Township Board. The Master Plan continues to provide policy guidance for the Planning Department and Planning Commission.

The Township is in the process of updating the Master Plan. In 2023, Staff and the Planning Commission reviewed portions of the draft Master Plan at most of the study sessions, conducted a joint meeting with the Township Board, and performed several other tasks to help advance the Master Plan update process. The timeline of tasks included the following:

January 25	PC Study Session	<ul style="list-style-type: none">• Overview of Master Plan update timeline• Review of draft Existing Conditions Report, Community Engagement Report, and Outline of Master Plan
February 28	PC and TB Joint Meeting	<ul style="list-style-type: none">• Review of Land Use Priorities for New Master Plan (previously discussed at 2022 PC/TB Joint Meeting)
March 22	PC Study Session	<ul style="list-style-type: none">• Draft Housing Analysis and Recommendations• Summary of Meetings with Neighboring Communities• Draft Vision and Core Concepts
April 26	PC Study Session	<ul style="list-style-type: none">• Draft Natural Resources; Parks and Trails
May 24	PC Study Session	<ul style="list-style-type: none">• Draft Transportation and Infrastructure• Community Engagement and Outreach Discussion
June 28	PC Study Session	<ul style="list-style-type: none">• Draft Housing; Economic Development; Public Safety• Community Engagement Update / Proposed First Pop-Up
July 26	PC Study Session	<ul style="list-style-type: none">• Draft Nodes, Districts, and Corridors• Pop-Up Event Recap
August 23	PC Study Session	<ul style="list-style-type: none">• Draft Future Land Use; Master Street Plan
September 27	PC Study Session	<ul style="list-style-type: none">• Draft Future Land Use; Master Street Plan
November 8	PC Meeting	<ul style="list-style-type: none">• Introduction / Distribution of Complete Draft Master Plan
December 13	PC Meeting	<ul style="list-style-type: none">• Begin Review of Complete Draft Master Plan• Overview of Master Plan Implementation Timeline

The Master Plan update process is anticipated to be completed in spring 2024. The Planning Commission will review the draft Master Plan in January and February 2024 and invite additional public input on the Plan. The Planning Commission and Township Board will hold a joint meeting to review a final draft of the Plan to release for the official review period required per the MPEA. Once this official review period is complete, the Township Board is anticipated to adopt the Master Plan.

ANNUAL WORK PLAN:

At the beginning of each year, the Planning Commission updates its annual work priorities. The Planning Commission reviewed their annual work plan at their January 25 study session, including the Master Plan implementation matrix, and identified several priority projects for 2023. The top priority project for 2023 was the Master Plan update process. Other projects identified included minor amendments to the Zoning Ordinance and Planning Commissioner training.

An opportunity for in-person Planning Commissioner training was available in fall 2023, as the Michigan Association of Planning hosted the Planning Michigan 2023 conference at the Grand Traverse Resort on October 4-6, 2023. Planning Staff led a mobile workshop for conference attendees which highlighted the redevelopment efforts at Cherryland Center. Staff were joined by a Planning Commission representative.

Garfield Township started in the Redevelopment Ready Communities (RRC) program in 2020. RRC is a technical assistance and statewide certification program offered by the Michigan Economic Development Corporation (MEDC) to evaluate and certify communities which integrate transparency, predictability, and efficiency into their daily development practices through a set of best practices. Although RRC tasks were not the highest priority for 2023, the RRC staff acknowledged two additional aligned best practices including project tracking through the BS&A Planning, Zoning, and Engineering (PZE) module, and joint meetings between the Planning Commission and Township Board being held annually.

CONCEPTUAL REVIEWS:

Conceptual reviews allow for applicants to appear before the Planning Commission with little more than a concept for development. This process is intended to provide an applicant with valuable feedback from the Planning Commission on a potential project before a full application is submitted. Several applicants have used this process to take advantage of discussing a potential project and gathering feedback without having to first enlist surveying, planning, and/or engineering services to complete an application. The following projects were conceptually reviewed by the Planning Commission in 2023:

- **Oleson Foundation Development (January 11 meeting)** – potential development scenarios and zoning for a 190-acre site generally bound by Rennie School Road (south), North US 31 South (east), Meadow Lane Drive (north), and farmland (west)
- **South 22 Multi-Family Housing SUP (March 8 meeting)** – alternative layout that follows the same form as the current and neighboring Ridge45 development
- **1202 N US 31 South (June 14 meeting)** – potential rezoning of the subject property from C-O Office Commercial to R-2 Two-Family Residential
- **Culver Meadows Senior Living (November 8 meeting)** – proposed adult foster care facility for no more than 20 adults and childcare center for no more than 12 children adjacent to the existing Culver Meadows Senior Living facility

ADMINISTRATIVE REVIEWS:

In some specific cases, the Planning Director can administratively approve projects provided they meet all requirements of the Zoning Ordinance. This procedure significantly improves efficiency in the review of minor requests. The Planning Department requires that any Administrative Amendment be justified via written findings. The following applications were administratively reviewed and approved in 2023:

- **SUP 2020-02-A – Prince of Peace Lutheran Church Administrative Amendment**
The subject site is located on the east side of LaFranier Road, north of Hammond Road, between the Village at LaFranier Woods PUD to the north and the BATA/TCHC PUD to the south. The subject amendment is to reduce the size of the building, parking lot, retention pond, snow storage area, and parking lot landscaping islands; and to remove the child care center use.
- **SUP-2000-08-L – Eagles View Residential Condominium Minor Amendment**
The subject property (Units 10, 11, and 12) is within the Eagles View Residential Condominium in the Copper Ridge PUD located northwest of Silver Lake Road near Barnes Road. This request is to amend the Eagles View Residential Condominiums portion of the PUD to eliminate Unit 10 and consolidate it into Units 11 and 12.
- **SUP-2000-08-M – Copper Ridge PUD Building 7 Administrative Amendment**
The subject location is the dumpster enclosure near the northeast corner of Building 7 within the Copper Ridge PUD located northwest of Silver Lake Road near Barnes Road. This request is to alter the dumpster enclosure so that it is contained wholly within the PUD and provide landscape screening along the north side of the enclosure.
- **SUP-2023-04 – Creekside Community Church Administrative Amendment**
The 21.63-acre subject parcel is located at 3686 West South Airport Road, along the north side of the road west of US 31. The amendment request is for a covered walkway and porte-cochere to add to the front of the building, and for a building addition with restroom and meeting room.
- **PUD-2003-02C – Morgan Farms Administrative Amendment**
Morgan Farms is a 132-acre PUD located primarily within the City of Traverse City boundaries on the north side of East Traverse Highway (M-72), with a small portion of the PUD lying within Garfield Township. The request is to amend the Neighborhood Center portion of the PUD in the Township by increasing the total number of parking spaces from 54 to 64, replacing an 8-space garage with 9 parking spaces, and replacing a bus drop off with 9 parking spaces.
- **SUP-2023-07 – Grand Traverse Transmission Station Administrative Amendment**
The subject parcel, including the existing substation, is located at 500 North Keystone Road, one half mile north of Hoch Road, about 400 feet east of the road and hidden from the public view by trees and shrubs. The amendment request is by Wolverine Power to allow for the installation of a new 520-square-foot meter house, security fence, fenced/gated marshalling area, and driveway.
- **PUD 2020-01-D – Oakleaf Village of Garfield Township Administrative Amendment**
The Oakleaf Village of Garfield Township (PUD) is located at 5143 North Long Lake Road, west of Zimmerman Road. The subject amendment provides a revised landscaping plan with alternate plantings for the site including property line buffers and internal site landscaping.

DEVELOPMENT REVIEWS:

The Planning Commission reviewed several projects in 2023 including Site Plan Reviews, Planned Unit Developments, Special Use Permits, and amendments. These reviews are summarized by the following, with a note as to whether the application was approved (which includes those approved with conditions), denied, or if the application expired or was withdrawn by the applicant.

- **SPR 2022-16 – Birmley Hills Site Condominium (Approved)**
A site condominium subdivision was approved by the Township Board for a property at the end of Farmington Drive and Birmley Estates Drive, which both provide access from Birmley Road. The site condominium development consists of 35 single-family residential lots between 15,000 and 38,000 square feet in area.
- **SUP 2022-03 – Traverse City Christian School Early Learning Center (Expired)**
Applicants requested a special use permit for a proposed child care center as an additional use at the existing Church of the Living God site at 1514 Birmley Road. The application expired after the applicants emailed Staff and indicated that they would not continue with the application.
- **SUP 2001-03-A – Loving Neighbors Preschool (Approved)**
A Special Use Permit was approved for a proposed child care center as an additional use at the existing Northern Lakes Community Church, located at 5444 Herkner Road.
- **SPR-2022-22 – 1712 South Garfield Outlot (Approved)**
A site plan was approved for a multi-tenant building including spaces for retail, restaurant, and a restaurant with drive-through. The proposed 1.09-acre lot will be created as a new outlot on land owned by the Traverse City Curling Club at 1712 South Garfield Avenue, north of Wendy's.
- **SPR 2000-09-M – Chelsea Park West PUD Minor Amendment (Approved)**
The Chelsea Park PUD was approved in 2000 with 326 total residential units, including Chelsea Park West, a 172-unit apartment complex. Subsequent amendments added 20 apartment units for a total of 192 apartments as well as other changes to the site. A minor amendment was approved in February 2023 for a series of proposed changes including added carports, relocated paths and bike racks, added landscaping, and the installation of electric car charging stations, an emergency gate, a raised garden bed, and two central mailbox locations.
- **SUP-2023-01 – Pine Grove Homes (Approved)**
A Special Use Permit was approved for 4030 Meadow Lane Drive, an existing vacant site, to be used for mobile home sales ("Sale of Prefabricated Structures" as defined in Zoning Ordinance).
- **SUP-2020-03-A – Ligon Bed and Breakfast Major Amendment (Approved)**
This Special Use Permit was originally approved in 2021 for a bed and breakfast establishment limited to no more than four guests at any one time. A major amendment was approved in May 2023 for which the applicants had requested to allow for up to eight guests at any one time.
- **SUP-1997-06-F – Oleson PUD Major Amendment (Approved)**
A major amendment to the PUD was approved encompassing the applicant's proposal to convert 6,960 square feet of second-floor office space into six apartments. This amendment incorporated a new use into the PUD, originally approved in 1997, that also includes a grocery store, offices, a restaurant, service establishments, and a car wash.

- **SPR 2023-04 – Birmley Meadows Site Condominium (Approved)**
A site condominium subdivision was approved by the Township Board encompassing a proposed 26-lot single-family residential development. The lots range in area between 15,000 and 40,000 square feet. The site is immediately north of the existing Birmley Hills Estates subdivision and directly accessed from Birmley Estates Drive and Farmington Drive, which both provide access from Birmley Road.
- **SUP-2023-05 – Ridge 45 Phase I-III and Phase IV (South 22) SUP Amendments (Approved)**
The Ridge 45 Special Use Permit was previously approved and amended in 2015, 2017, and 2018 for a 400-unit multi-family housing complex. The South 22 Special Use Permit was previously approved and amended in 2021 and 2022 for a 204-unit multi-family housing complex and it was approved separately from the neighboring Ridge 45 project. A Special Use Permit was approved in July 2023 to reduce the total number of units in South 22 to 196 and change the building types, rename South 22 as Ridge 45 Phase IV, and merge both applications into one Special Use Permit for a combined 596-unit multi-family housing complex.
- **SPR 2023-05 – Nicolet Bank Landscaping (Approved)**
An updated landscaping plan was approved for the Nicolet Bank at 3530 North Country Drive, on the west side of US 31 near the intersection with Hartman Road. The updated landscaping for the site is needed to address a violation for the removal of landscape buffer required by the Township as a condition of the original site plan approval.
- **SUP-2023-02 – Professional Photography Studio at 716 Boon St (Approved)**
A Special Use Permit was approved for a new photography studio (Professional Studio) within an existing multi-tenant building at 716 Boon Street.
- **SUP-2023-03 – The Village at Garfield (Approved)**
A Special Use Permit was approved for a proposed 80-unit multi-family housing development on a 14.69-acre site on the west side of North Garfield Road, north of Hammond Road.
- **SPR 2023-08 – Bish's RV (Site Plan Approved, Additional Access Driveway Denied)**
This application included site plan review of a proposed parking lot and site improvements at the existing RV dealership at 705 N US 31 South at the southwest corner of Meadow Lane Drive and US 31, and a request for an additional access driveway to Meadow Lane Drive. The site plan was approved, but the additional access driveway was denied based on the application not meeting the Qualifying Standards for Additional Access Section 512.3.a. of the Zoning Ordinance.
- **SUP-2023-06 – Portable Storage Solutions (Approved)**
A Special Use Permit was approved for a Retail, Industrial Primary use for the renting and selling of “shipping containers, semi-trailers and mobile office trailers” at 2550 Cass Road.
- **SPR-2022-22-A – 1712 South Garfield Outlot Cherryland Center Sign Review (Denied)**
The applicants requested a freestanding sign to be shared by several businesses along S. Garfield Avenue at Cherryland Center. The application was referred to the Planning Commission by the Zoning Administrator. The Planning Commission denied the application since freestanding signs for individual businesses in the Cherryland Center shopping center development are not permitted in accordance with the Zoning Ordinance.

- **SPR 2022-05 – 3566 North US 31 (Withdrawn)**

A site plan was previously approved in 2022 for a multi-tenant commercial building including a restaurant with drive-through, retail, and restaurant at 3566 North US 31, near the intersection of US 31 and Franke Road. The application was withdrawn in August 2023 after the applicants had provided correspondence indicating they were rescinding their application.

- **SUP 2021-03 – Marengo 31 Multi-Family Housing Extension Request (Approved)**

The Special Use Permit for Marengo 31, a commercial district housing development consisting of 60 apartment units behind Baymont Inn at 2326 N US 31 South, was originally approved in 2021 but has yet to start construction. A request for extension of the Special Use Permit was approved in accordance with the standards of Section 425.L(3)(d) of the Zoning Ordinance.

- **SUP-2023-08 – 3066 N Garfield Commercial District Housing (Tabled)**

This application requests a Special Use Permit for a commercial district housing development of 18 apartment units at 3066 N Garfield Road. During introduction of the application, it was found that although the proposed apartment building generally suits the proposed location, the site plan does not meet all the commercial district housing development requirements of Section 725 of the Zoning Ordinance.

- **PUD-2020-02-B – BATA/TCHC PUD Minor Amendment (Approved)**

This PUD application was approved in March 2022 for a transit-oriented, mixed-use development including apartments; single-family residential; BATA administration building, bus maintenance facility, and bus storage garage; transfer station; café; and childcare center. The project is on 53.2 acres of an existing 77.1-acre site at the northeast corner of LaFranier and Hammond Roads. An application for minor amendment was approved in December 2023 to shift the location, size, and height of the multi-family buildings within the established road network, parking lots, and open spaces and accommodate new architecture and new unit mixes. Other uses and site elements of the prior approval remain unchanged.

- **SPR-2023-12 – Traverse Symphony Orchestra (Approved)**

A site plan was approved to construct a music school, including a large rehearsal room, in part of the existing Traverse City Curling Center building (formerly Kmart) at Cherryland Center.

ZONING ORDINANCE MAP AMENDMENTS (REZONING):

Three applications for zoning ordinance map amendments (rezoning) were considered in 2023:

- **Amendment 35 – Z-2023-01 – Hickory Forest and Hickory Meadows Rezoning (Approved)**

This application requested the rezoning of four parcels in the northwest portion of the Township, including a request to rezone one 71.33-acre parcel constituting the “Hickory Forest” parkland from the Agricultural (A) to the Park and Recreation (P-R) zoning district, and a request to rezone three parcels constituting the “Hickory Meadows” park from the One-Family Residential (R-1) to the Park and Recreation (P-R) zoning district.

- **Amendment 36 – Z-2023-02 – Durga R-3 Rezoning (Approved)**

This application requested the rezoning of one parcel of approximately 5 acres at 2624 Hartman Road from the Rural Residential (R-R) to the Multi-Family Residential (R-3) zoning district.

- **Z-2023-03 – Lederer R-1 Rezoning (Under Review)**

This application requests the rezoning of one parcel of roughly 3.8 acres at 4220 Eastward Drive from the Agricultural (A) to the One-Family Residential (R-1) zoning district.

ZONING ORDINANCE CONDITIONAL REZONING AMENDMENTS:

One conditional rezoning amendment application was received in 2023:

- **Z-2023-03 – Culver Meadows Conditional Rezoning (Under Review)**

This application encompasses two parcels on N. West Silver Lake Road of about 5.14 total acres and requests the conditional rezoning of these parcels from the R-1 – One-Family Residential to the A – Agricultural zoning district for use as an adult foster care, large group home, and child care center. This request includes utilizing an existing large group home and building a new large group home and new child care center.

ZONING ORDINANCE TEXT AMENDMENTS:

The following proposed zoning ordinance text amendments were considered in 2023:

- **Amendment 37 – R-2 and R-3 Zoning Districts Amendment (Adopted)**

The Planning Commission reviewed proposed changes to the One and Two Family Residential (R-2) and Multiple Family Residential (R-3) zoning districts. These two districts support greater housing densities such as duplexes or apartments and are applied in areas planned and designated for those higher densities. However, the dimensional requirements in the two districts often limit the ability for duplexes and apartments to be constructed. The amendment covered the following sections of the Zoning Ordinance to encourage greater ability for duplexes and apartments to be constructed:

Section 314.E – R-2 (One and Two Family Residential)

- Remove per dwelling unit requirement for dimensional standards
- Match minimum lot area requirements for a 2-Family dwelling with a 1-Family dwelling
- Reduce minimum lot width for 1-Family w/Public Sewer to 65 feet
- Set minimum lot width for 2-Family w/Public Sewer to 70 feet
- Set minimum lot width for 2-Family w/o Public Sewer to 100 feet
- Reduce front yard setbacks for 1-Family w/Public Sewer to 25 feet
- Graphic will be updated as needed

Section 315.E – R-3 (Multiple Family Residential)

- Remove per dwelling unit requirement for dimensional standards
- Set minimum lot area for two-family to 10,000 sq. ft.
- Insert per dwelling unit requirement for minimum lot area for multi-family
- Remove current minimum lot width requirement and replace with the following:
 - 1- Family w/ Public Sewer 65 feet
 - 1- Family w/o Public Sewer 100 feet
 - 2-Family w/ Public Sewer 70 feet
 - 2-Family w/o Public Sewer 100 feet
 - Multi-Family 100 feet
- Reduce side yard setback for two-family to 10 feet
- Graphic will be updated as needed

- **Section 725 Commercial District Housing Development – Potential Update (Under Review)**

The Planning Commission has discussed a potential text amendment to Section 725 (Commercial District Housing Development) of the Zoning Ordinance, specifically to alter the requirements for parking and open space to allow for greater design flexibility. This discussion was spurred by an application for commercial district housing development which was tabled since it did not meet the existing standards of this section, but which otherwise appeared to suit the proposed location.

PLANNING COMMISSION DISCUSSIONS:

The Planning Commission discussed several other topics in 2023, including the following items:

- **US 31 Kids Creek Riparian Buffer**

Section 535 (Supplemental Shoreline Regulations) of the Zoning Ordinance helps to protect water resources in the Township including Kids Creek. This section includes a standard for a 35-foot natural vegetative buffer along the water mark of a lake-stream shoreline or normal stream bank. Staff were made aware of two sites along US 31 where this natural buffer had been removed via clearcutting and discussed these incidents with the Planning Commission. Staff worked with the Watershed Center and Grand Traverse Conservation District in reaching out to property owners in this area to provide buffer guidelines and to inform property owners that the clearcutting of the natural vegetative buffer is not permitted.

- **Long Lake Township Master Plan Review**

Long Lake Township requested the Planning Commission's comment on a proposed update to its Master Plan, originally adopted in 2006. Staff had identified that the Gray Road and Cedar Run Road is identified as moderate density residential in Long Lake Township and Garfield's border in that area is Agricultural/Rural. The Planning Commissioners asked to be notified about any commercial expansion along the Gray Road/M-72 area.

JOINT TRAVERSE CITY AND GARFIELD TOWNSHIP PLANNING COMMISSION:

The six-member Joint Planning Commission is comprised of two Traverse City Planning Commissioners and one Traverse City resident appointed by the Traverse City Commission, and two Garfield Township Planning Commissioners and one Garfield Township resident appointed by the Garfield Township Board.

The Commission meets at least four times per year roughly once every three months, typically at 5:15 PM on the third Wednesday of the month. The Commission met five times in 2023 on February 1, April 19, July 19, August 16, and October 18. Items covered at meetings in 2023 have included the following:

- Report on a land use permit issued for the renovation of Cottage 84 (a.k.a. Caretaker's Cottage)
- Update on the Commons Natural Area Design Plan which was included in the Garfield Township Parks and Recreation Master Plan adopted in January 2023
- Conversion of existing accessory structure at Kitchen Choreography into two dwelling units
- New fence at the Community Garden at Historic Barns Park
- Text amendment to Grand Traverse Commons Development Regulations to enable construction of the historic central receiving building formerly in the front center of Building 50
- Infrastructure Evaluation and Capital Improvement Plan

RECOMMENDATION / ACTION REQUESTED:

Following review, if Commissioners are prepared to accept the 2023 Annual Report in accordance with the Michigan Planning Enabling Act, the following motion is suggested:

THAT the 2023 Planning Commission Annual Report, as provided in Planning Department Report 2024-8, BE APPROVED and FORWARDED to the Township Board.