

# CHARTER TOWNSHIP OF GARFIELD TOWN BOARD MEETING

Tuesday, February 24, 2015 at 6:00pm  
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 Township Board, 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 Board Rules and Procedures: a.) any person wishing to address the Board 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 Township Board Member'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.

#### **2. Review and approval of the Agenda - Conflict of Interest**

#### **3. Consent Calendar**

The purpose of the Consent calendar is to expedite business by grouping non-controversial items together to be dealt with in one Board motion without discussion. Any member of the Board, staff or the public may ask that any item on the Consent Calendar be removed there from and placed elsewhere on the Agenda for full discussion. Such requests will be automatically respected. If any item is not removed from the Consent Calendar, the action noted in parentheses on the Agenda is approved by a single Board action adopting the Consent Calendar.

a. Minutes – February 10, 2015 (Recommend Approval)

b. Bills -

General Fund

\$ 460,352.79

(Recommend Approval)

- c. PD 2015-16 – Frank Hayes – Proposed Conditional Rezoning from C-2 General Commercial District to MUIBD-G General Mixed-Use Industrial Business District subject to a conditional rezoning agreement. Introduce and schedule for public hearing on March 24, 2015.  
(Recommend Approval)

- d. PD 2015-18 – 2014 Annual Report (Receive and File)

**4. Correspondence**

**5. Reports**

- a. Construction Report
- b. County Commissioner's Report
- c. Personnel Committee's Report
- d. Clerk's Report
- e. Supervisor's Report

**6. Unfinished Business**

- a. Discussion of purchases of real estate for Parks and Water Infrastructure projects  
(Recommend to go into Closed Session)
- b. Emergency Exit access

**7. New Business**

- a. Public Hearing – PD Report No. 2015-19 – Proposed Second Amendment to 5-Year Parks and Recreation Plan
- b. Consideration of Contract for Community Police Officers

**8. Public Comment**

**9. Other Business**

**10. Adjournment**

---

Lanie McManus, Clerk

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 Kay Schumacher, Clerk, Ph: (231) 941-1620, or TDD #922-4412.



Grand Traverse Metro Emergency Services Agency  
(Recommend Approval)

- c. **MTT Update (Receive and File)**
- d. **Parks and Recreation Commission Annual Report (Receive and File)**
- e. **PD 2015-07 – Arbors of Traverse Major PUD Amendment –  
Introduction and Schedule for Public Hearing on March 10, 2015**
- f. **PD 2015-08 – LaFranier Road Rezoning Application – Introduction  
and schedule for Public Hearing on March 10, 2015**

*Schmuckal moved and Wilson seconded to adopt the consent calendar as presented.*

*Yeas: Schmuckal, Wilson, Agostinelli, Featherstone, Blood Law, McManus, Korn  
Nays: None*

**4. Correspondence (6:10)**

- a. **Consumers Energy Smart Energy Program**
- b. **January 2015 Monthly Report for the Grand Traverse Conservation District**

**5. Reports**

**a. Construction Report (6:10)**

Jennifer Hodges from Gourdie Fraser apologized for not attending the last meeting, but said she did file a written report and if there were any questions, she would be happy to answer them. She reported that three pump stations are having issues and two are being addressed through the DPW and the other, pump #3, needs to be replaced. The project will not wait for a grant application and needs to be replaced soon. She will look at the designing, permitting and bidding for the pump and at the next meeting will discuss the total cost of the replacement for Pump #3. Korn added that the budget could be amended to help cover the cost. Hodges also said that the Road Commission is initiating pre-construction meetings to discuss their Spring and Summer road projects.

**b. Sheriff's Report (6:15)**

Deputy Chris Barsheff reported that there were 1,441 calls for service in January of 2015 which is down 26 calls from December. He attributes the drop in calls to the weather. The Commission on Aging developed a "No Scam Zone" program to keep seniors abreast of ongoing scams in the area. Seniors can subscribe to a service related to the scams on the COA website as well. Barsheff reviewed his goals for the year by looking at what calls his officers spend time on. He would

like to decrease retail fraud by working with businesses on their policies and procedures and meet with them on a monthly basis. Business Fraud is another area in which the officers spend a lot of time and he would like to increase communication with businesses and provide guidance to reduce frauds. Barsheff would like to increase public awareness of crime and help others learn the do's and don't's of victimization by holding public presentations at Senior Centers, churches, and other public venues to educate residents. He would also like to bring back the Neighborhood Watch concept and target areas that need more traffic enforcement. He hopes that by taking these proactive measures, officers will be able to spend more time on serious crimes. He said he would like to change the mindset of officers and have them help prevent crime, not simply answer calls. Barsheff updated the board on an arrest made in the Applebee's embezzlement case and the Cass Road Storage case. He added that a bank credit card compromise case is being transferred to the Secret Service and that bicycles are being tuned up for the nicer weather.

**c. Metro Fire Report (6:28)**

Lt. Terry Flynn reported that last year's numbers were up by about 400 calls. For 2014, Metro Fire received 4,622 calls for service. He explained the calls and how they were categorized. He added that Chief Belcher keeps statistics on smoke alarms in the homes.

**d. County Commissioner's Report (6:32)**

Commissioner Christine Maxbauer said that the Parks and Recreation Board has launched a new Twin Lakes Park event planning website, [www.twinlakesparkevents.com](http://www.twinlakesparkevents.com) and an RFP has been put out for an events planner. The Grand Traverse County Prosecutor is planning a Roberts Rules training session and Maxbauer will gladly take reservations for attendance. A discussion took place between the County Administrator and Township and Village officials regarding the Community Police Officer program. The Administrator is waiting for a Townships and Villages proposal and will then present the contract to the County Board. The County and Traverse City are discussing long term leases for several buildings and the Commission on Aging has awarded several community grants to worthy organizations. The Humane Society shelter contract is being reviewed. Maxbauer hopes to begin the Soil Erosion Ordinance Committee soon.

Commissioner Alisa Kroupa said that the Board of Commissioners were unanimous in their support of a Hartman Hammond crossing and that TC Talus is on the agenda for tomorrow night. She also read a memo from Prosecutor Bob Cooney thanking Board member Denise Schmuckal for her 25 years or service as a victim advocate. Denise had not heard of the recognition yet and thanked Kroupa.

**e. Personnel Committee Report (6:43)**

Schmuckal said that the committee had met and she referred her report to Assessor Amy DeHaan. DeHaan said that Appraiser Kristen Steger was not started at the correct wage for her position and should have been started at the starting salary of an Assessor I and at this time should be brought up to the correct wage of \$23.27 per hour. DeHaan said she is a good worker and has met the requirements for the Assessor I level. DeHaan said that the Personnel Committee simply made a mistake and did not review the union contract before hiring her. There was a concern expressed that the budget has already been passed and that an item such as this should be placed under "New Business" in the future.

*Featherstone moved and Schmuckal seconded to increase Kristen Steger's salary to \$23.27/per hour effective immediately.*

*Yeas: Featherstone, Schmuckal, Agostinelli, McManus, Blood Law, Wilson, Korn  
Nays: None*

**f. Clerk's Report (6:58)**

McManus reported that she hired Betty Tezak as the new Deputy Clerk and thus far, it is working out very well. She also added that there will be a May 5th election which will cover the sales tax proposal but that legislators were still deciding who would pay for the election. McManus added that the auditor was currently working in the Township and that was going well.

**g. Supervisor's Report (7:01)**

Korn said that some representatives from the Township attended the MTA conference and it was one of the best he'd ever attended, however, attendance was down and the conference will be moved to the month of April next year. The conference will be held in Detroit in 2016 and Lansing in 2017. He attended the CPO contract discussion and hopes to bring the contract to the Board at the next meeting. He said that the BPW Finance Committee is talking about the sewer plant and the replacement of membranes. The townships will likely band together and share capacity ensuring that no one township would have an overage. Metro Fire will be interviewing law firms. TC Talus is considering restructuring and focusing on traffic planning for the metropolitan area .

**h. Recreation Authority Report (7:06)**

Agostinelli made the board aware of three things: The Botanic Garden property will revert back to the Township in 2024 if voters do not approve a millage at that time. The Gardens have made a significant investment in the buildings and grounds and would like some type of legal agreement and assurance that the property will indeed be theirs if a millage were to fail; The trailhead for the Barns Park is currently behind the two barns near the middle of the park. The parking for the trailhead needs to be relocated because there will be increased usage of the barns for events; and Red Drive is a state hospital farm road that is entirely

on Township property. The Recreation Authority has maintained it out of their budget, but would like to discuss the road with other cooperating entities. She pointed out that maybe a portion could be used for parking. On May 31<sup>st</sup> there will be a public Grand Opening of Barns Park in which there will be artists' work displayed and walking tours available.

## 6. **Unfinished Business**

### a. **Update on NW Water Storage Project (7:16)**

Jennifer Hodges said that growth is increasing in the NW area of the Township and the NW Water Storage Project will improve water pressures and fire safety. The cost will be approximately 9 million dollars and the Township does have funds available to pay for the project. She added that Phase One could be completed this year. Tank location is a big consideration and a closed session may be needed at the next meeting to discuss the purchase of property.

## 7. **New Business**

### a. **Consideration of Resolution 2015-02, a Resolution Authorizing the Treasurer to Collect all taxes for TCAPS, BATA, NMC and TBA per agreement (7:22)**

Blood Law said this is the same yearly agreement that the Board passes each year. All jurisdictions are the same and nothing has changed in the agreement.

*Schmuckal moved and Wilson supported to approve Resolution 2015-02, a Resolution Authorizing the Treasurer to collect all taxes for TCAPS, BATA, NMC and TBA and to authorize the Supervisor, Clerk and Treasurer to sign the Resolution.*

*Yeas: Schmuckal, Wilson, Blood Law, Featherstone, Agostinelli, McManus, Korn  
Nays: None*

### b. **Garfield Road Sidewalks report from the Planning Department regarding an email from James A. Henderson, CPA regarding sidewalk on Garfield between Hammond and South Airport.**

VanDenBrand reported on the Garfield Road Sidewalk issue to address an email sent by a resident. He said that technically, the piece referred to is not a sidewalk, but rather a concrete apron to back up the curb. There does not appear to be an easy solution to the problem of snow removal, and the Township is not responsible for the maintenance. He added that though it would be nice to build a full sidewalk in that location, he hopes that by urging for the completion of sidewalks along LaFranier, the township will do better for its citizens.

### c. **Discussion of Potential 2015 Trust Fund Applications (7:25)**

The Parks Commission has requested that the Board consider support of two new grant opportunities for the 2015 funding cycle. The Parks Commission would like to apply for enhancements to the Boardman Valley Nature Preserve. They would like to create a water trailhead and a land trailhead with ADA accessible

kayak/canoe launches on the Boardman River. The "land" trailhead would result in a 46 mile loop through the North Country Trail and the VASA and TART trail. The Parks Commission would like to ask the DNR for \$50,000 and take \$75,000 from the Parks Fund and obtain \$75,000 in other donations.

VanDenBrand then explained another opportunity to acquire property at Hickory Hills. Currently, the property in question is owned by one gentleman and would coexist nicely with Hickory Hills and a trail system could run through the entire area, as well as, making Hickory Hills more accessible to township residents. A 50% match would be applied for from the DNR and a Township Park Fund match could be 25-35%. Board members agreed that if the projects could be funded, the Board would support the applications.

VanDenBrand updated Board members on the trail connecting to the New Y and said the final easements are being processed. He has also talked with Great Wolf Lodge and hopes to complete that trail easement very soon. He reported that the DNR had rejected the appraisal of the Verizon property, but he is hopeful that a new appraisal will be successful.

**8. Public Comment: (7:39)**

None

**9. Other Business (7:39)**

**10. Adjournment**

*Schmuckal moved and Wilson seconded to adjourn the meeting at 7:40*

---

Chuck Korn, Supervisor  
Charter Township of Garfield  
3848 Veterans Drive  
Traverse City, MI 49686

---


Lanie McManus, Clerk  
Charter Township of Garfield  
3848 Veterans Drive  
Traverse City, MI 49686



Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank GEN General						
02/05/2015	GEN	33563	0914	BAIRD, COTTER & BISHOP, P.C.	SERVICES	1,655.00
02/05/2015	GEN	33564	0065	CHERRYLAND ELECTRIC COOP.	SERVICES	2,041.01
02/05/2015	GEN	33565	0065	CHERRYLAND ELECTRIC COOP.	SERVICES FOR PARK	799.22
02/05/2015	GEN	33566	0375	FIFTH THIRD BANK	SERVICES FOR PARK	251.69
02/05/2015	GEN	33567	0903	I.T. RIGHT	SUPPORT	8,605.00
02/05/2015	GEN	33568	0435	ICC	DUES	125.00
02/05/2015	GEN	33569	0386	NORTH WOODS BUSINESS FORM	SUPPLIES	24.99
02/05/2015	GEN	33570	0472	RUBY CLEANING SERVICE	SERVICES	1,250.00
02/05/2015	GEN	33571	0472	RUBY CLEANING SERVICE	SERVICES	175.00
02/05/2015	GEN	33572	0192	SVEC CONSTRUCTION	SNOW FLOWING TOWN HALL	1,048.00
02/05/2015	GEN	33573	0001	GARFIELD CHARTER TOWNSHIP	RECREATIONAL AUTHORITY ESCROW	2,905.00
02/09/2015	GEN	33574	0022	ALPERS EXCAVATING	SNOWFLOWING - SILVER LAKE	840.00
02/09/2015	GEN	33575	0148	AMERICAN WASTE	SERVICES - PARK	245.98
02/09/2015	GEN	33576	0148	AMERICAN WASTE	SERVICES VETERANS DR.	79.00
02/09/2015	GEN	33577	0064	CITY OF TRAVERSE CITY	SERVICES	661.90
02/09/2015	GEN	33578	0102	DTE ENERGY	SERVICES	2,433.04
02/09/2015	GEN	33579	0569	GBS INC	ELECTION SUPPLIES	381.61
02/09/2015	GEN	33580	0100	GRAND TRAVERSE COUNTY DPW	WATER	143.17
02/09/2015	GEN	33581	0100	GRAND TRAVERSE COUNTY DPW	WATER - S.L. PARK	11.50
02/09/2015	GEN	33582	0916	GRID4 COMMUNICATIONS, INC.	SERVICES - TELEPHONE	970.52
02/09/2015	GEN	33583	0435	ICC	BOOKS	131.85
02/09/2015	GEN	33584	0050	INTEGRITY BUSINESS SOLUTIONS	BOOKS	153.30
02/09/2015	GEN	33585	0139	MICHIGAN TOWNSHIP ASSOCIATION	DUES & PUBLICATIONS	329.00
02/09/2015	GEN	33586	0832	SYSCOM BUSINESS TECH INC	PRINTER	159.25
02/09/2015	GEN	33587	0051	THE COPY SHOP	ELECTION ENVELOPES	529.00
02/09/2015	GEN	33588	0067	TRAVERSE CITY RECORD EAGLE	ADVERTISING	1,188.00
02/09/2015	GEN	33589	MISC	WILLIAM E. DELZER	SERVICES	89.69
02/10/2015	GEN	33590	0209	STATE OF MICHIGAN (P)	PAYROLL TAXES	2,450.83
02/10/2015	GEN	33591	MISC	SAM'S REAL ESTATE BUSINESS TRUST	INVESTMENT INTEREST REFUND	151.00
02/12/2015	GEN	33592	0130	ANNE WENDLING	CON. SERVICES	151.00
02/12/2015	GEN	33593	0048	CONSUMERS ENERGY	ELECTRIC	6,679.83
02/12/2015	GEN	33594	0897	GT REGIONAL COMMUNITY FOUNDATION	CAMPAIGN FOR HISTORIC BARNES PARK & BOT	5,000.00
02/12/2015	GEN	33595	0050	INTEGRITY BUSINESS SOLUTIONS	SUPPLIES	167.26
02/12/2015	GEN	33596	0111	GARFIELD CHARTER TWP FIRE	REG TAX DIST #13	416,736.23
02/19/2015	GEN	33597	0907	CDM MOBILE SHREDDING, LLC	SHREDDING	232.00
02/19/2015	GEN	33598	0064	CITY OF TRAVERSE CITY	STREET LIGHTS	6.52
02/19/2015	GEN	33599	0918	ELECTION SOURCE	FLAG	157.41
02/19/2015	GEN	33600	0001	GARFIELD CHARTER TOWNSHIP	HSA	232.70
02/19/2015	GEN	33601	0498	NORTHERN MI JANITORIAL SUP	SUPPLIES	90.05
02/19/2015	GEN	33602	MISC	NORTHERN MICHIGAN GLASS	WINDOW/FRAMING	403.00
02/19/2015	GEN	33603	0193	PRINTING SYSTEM	ELECTION SUPPLIES	301.14
02/19/2015	GEN	33604	0202	UNITED WAY	UNITED WAY	90.00
02/19/2015	GEN	33605	0142	VERIZON	SERVICES	146.60
02/19/2015	GEN	33606	0006	VRTAC	VOYA	250.00

GEN TOTALS:

Total of 44 Checks:	460,352.79
Less 0 Void Checks:	0.00
<b>Total of 44 Disbursements:</b>	<b>460,352.79</b>

		<b>Charter Township of Garfield</b>	
		<b>Planning Department Report No. 2015-16</b>	
Prepared:	February 17, 2015	Pages:	Page 1 of 6
Meeting:	February 24, 2015 Township Board	Attachments:	<input type="checkbox"/>
Subject:	Proposed Conditional Rezoning to MUIBD-G		
File No.	Z-2015-01	Parcel No.	05-014-041-00
Applicant:	Frank Hayes		
Owner(s):	Holcomb Masonry Co INC		

**SUBJECT PROPERTY:**

The subject property is located at 3100 Keystone Road, being parcel number 05-014-041-00. This property measures approximately 3.7 acres is located to the east of the Keystone Road/Park Drive intersection. The property is to the south of the EPI (formerly Lear) and Northern Building Supply (formerly Brown Lumber) businesses which front on W. South Airport Road. Three structures and associated parking areas exist on the property. *A parcel map is included on page 4 of this report.*

**PURPOSE OF APPLICATION:**

The application proposes to rezone the entirety of the property from the C-2 General Commercial District to the General Mixed-Use Industrial Business District subject to a conditional rezoning agreement.

**STAFF COMMENT:**

Pursuant to the Michigan Zoning Enabling Act, an applicant for rezoning may offer specific use and development restrictions as a voluntary condition of approval. This type of request was most recently before the Planning Commission in 2012, when a property along US-31 was conditionally rezoned to the C-2 zoning district but with a condition that the land could only be used for stormwater control.

In this case, the request is to rezone land along Keystone Road from C-2 to MUIBD-G, with a voluntary offer that if the rezoning is approved, the land may only be used for an existing auto service facility and/or to operate a high-tech fruit juice processing and research and design facility. If the juice processing was to cease, and upon request of the landowner, the land would revert to a commercial zoning district, or could be used for a similar, low-impact use permitted within the MUIBD-G if determined by the Director of Planning that the use would be harmonious and compatible with adjacent properties.

The intent of this particular application is to permit a specific industrial use which is compatible with a nearby residential neighborhood, while disallowing other future industrial uses which may not be. This use is not permitted under the current C-2 Zoning so a rezoning is necessary.

As explained to Staff, this facility would take juice which has already been processed and refine the product to remove sugars and glucose, greatly reducing caloric intake while preserving the nutritional value of the product. The entire production process and all material storage, including waste, will be contained within the existing structures on the site. There would be no processing of raw fruit into juice, mitigating potential odor issues which are commonly associated with that type of operation.

The specific terms of the agreement as offered are as follows:

### **Proposed Agreement and Statement of Conditions**

Rezoned Limited Land Use and Development Conditions. The Rezoned Property ("Property") shall be rezoned from C-2, General Business to MUIBD-G, Mixed-Use Industrial Business District (General). With respect to the Township Zoning Ordinance in effect on the date of this Agreement, the Applicant voluntarily offers and agrees the uses of this property will be limited to the following:

- a. Auto Service as described and governed by the zoning ordinance.
- b. Juice production facility as described in the application.
  - i. All production equipment and material storage (including waste) shall be enclosed within buildings to mitigate potential impacts of noise or odor upon adjacent properties.
- c. In the event that the property is vacated by the juice production facility, the land shall either:
  - i. Revert to the C-2 General Commercial Zoning District or equivalent, subsequent commercial zoning district upon request of the land owner; or
  - ii. Be used for a similar, low-impact industrial use permitted within the district as determined by the Director of Planning to be harmonious and compatible with adjacent properties.

### **COMPREHENSIVE PLAN CONSIDERATIONS:**

The subject property is identified as Mixed Use Business (MUB) on the Master Plan, which calls for "a wide range of businesses, including manufacturing, to support the economic needs of the greater Traverse City Area and Northwestern Michigan." The Township's Mixed-Use Industrial Business District was created and adopted to accommodate this land use policy.

Though the property is planned for Mixed-Use Business, we must remain cognizant of surrounding properties when considering any rezoning application. As noted above, this parcel is adjacent to a residential subdivision, and many of the industrial uses allowed within the MUIBD-G may not be compatible with that neighborhood. However, as described and as conditioned, Staff feels comfortable that the conditional rezoning will allow for the use of the site as identified by the Master Plan while also being respectful of the use and enjoyment of surrounding properties. *A future land use plan overlay is included on page 5 of this report.*

**SURROUNDING PROPERTIES**

As noted above, the properties to the south of the subject property are planned, used and zoned for residential purposes. The adjacent properties to the subject and on the south side of Keystone Road are zoned commercial, but planned for MUB, with the property to the west of the subject acting as an overflow lot for the EPI industrial. Across Keystone Road to the north the properties are planned, zoned, and used for industrial activity, and as noted above, are the location of EPI and Northern Building Supply.

*A zoning map overlay is included on page 6 of this report.*

**PLANNING COMMISSION RECOMMENDATIONS:**

Following a public hearing on February 11, 2015, the Township Planning Commission recommended approval of the conditional rezoning request. At a meeting on February 17, 2015, the County Planning Commission concurred with that recommendation.

**ACTION REQUESTED:**

Prior to taking action on the application the Township Board must also hold a public hearing. The following motion is offered to that effect.

THAT application Z-2015-01, submitted by Frank Hayes for properties owned by Holcomb Masonary Co Inc., to conditionally rezone lands at 3100 N. Keystone Road to the General MUIBD, BE ACCEPTED AND SCHEDULED FOR A PUBLIC HEARING ON March 24, 2015.

Any additional information that the Board determines to be necessary should be added to this motion.

*(End of report. Maps follow.)*



### Parcel Map

## Keystone Road Rezoning Request

#### Legend

Prop\_Parcel

This map is based on digital databases prepared by the Charter Township of Garfield. The Township does not warrant, expressly or impliedly, or accept any responsibility for any errors, omissions, or that the information contained in the map or the digital databases is currently or positionally accurate.

Garfield Charter Township  
 3848 Veterans Drive  
 Traverse City, MI 49684  
 Phone: 231.941.1620  
 Fax: 231.941.1688  
[www.garfield-twp.com](http://www.garfield-twp.com)

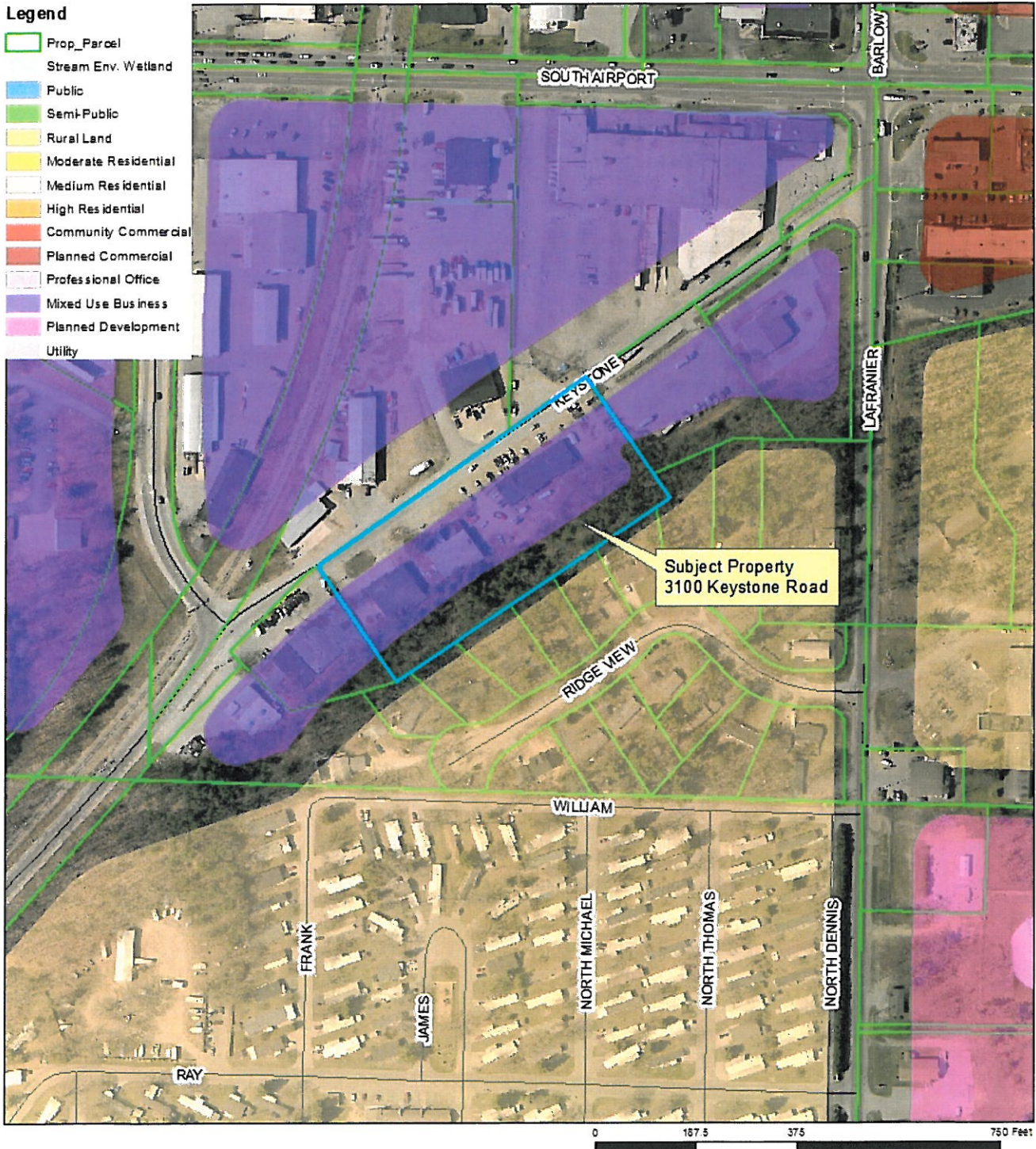


NOT A LEGAL SURVEY

Garfield Township Planning Dept: 1/8/2015

**Legend**

-  Prop\_Parcel
-  Stream Env. Wetland
-  Public
-  Semi-Public
-  Rural Land
-  Moderate Residential
-  Medium Residential
-  High Residential
-  Community Commercial
-  Planned Commercial
-  Professional Office
-  Mixed Use Business
-  Planned Development
-  Utility



**Future Land Use Map**

**Keystone Road Rezoning Request**

Garfield Charter Township  
 3848 Veterans Drive  
 Traverse City, MI 49684  
 Phone: 231.941.1620  
 Fax: 231.941.1688  
[www.garfield-twp.com](http://www.garfield-twp.com)



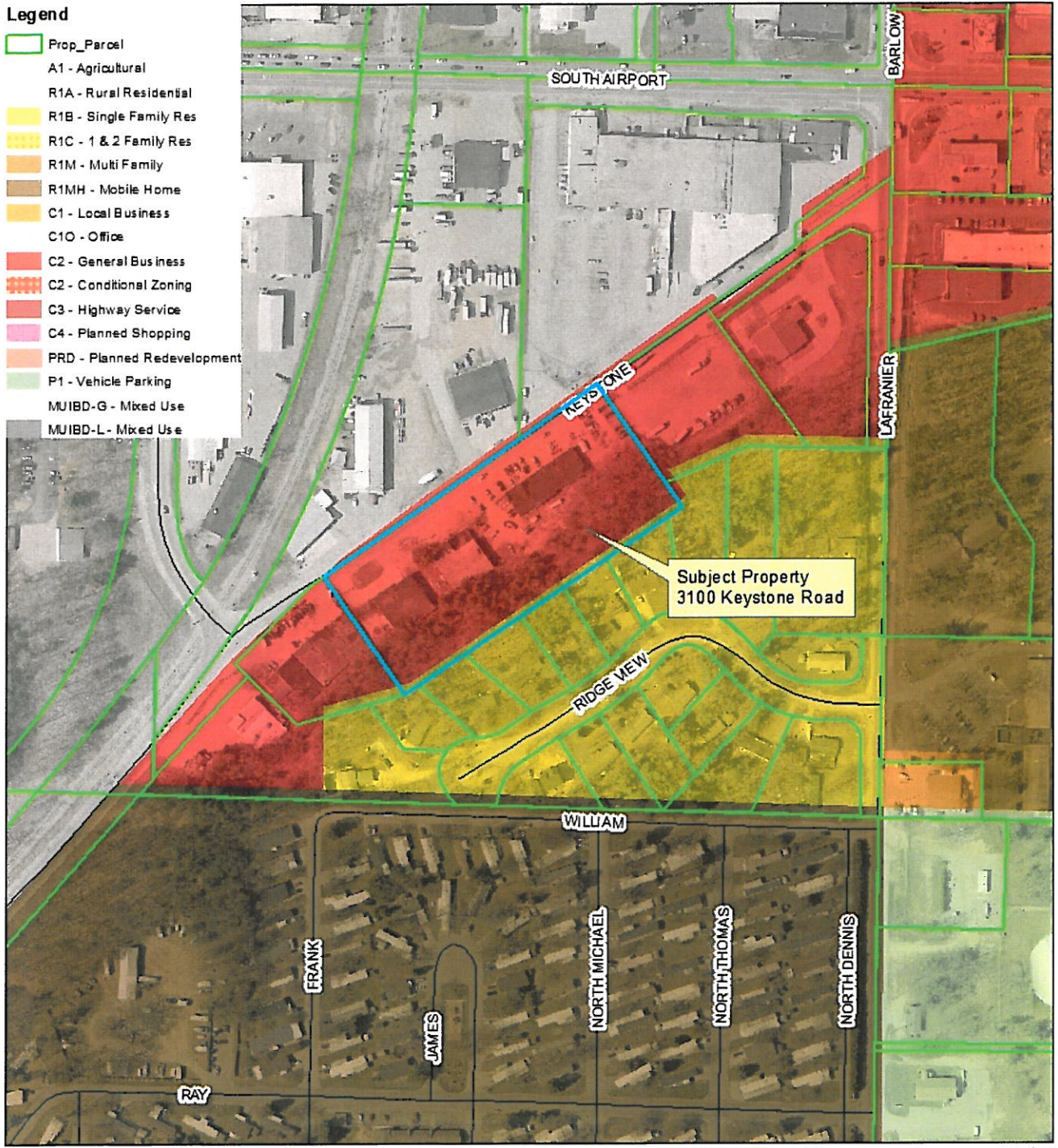
**NOT A LEGAL SURVEY**

Garfield Township Planning Dept: 1/8/2015

This map is based on digital databases prepared by the Charter Township of Garfield. The Township does not warrant, expressly or impliedly, or accept any responsibility for any errors, omissions, or that the information contained in the map or the digital databases is currently or occasionally accurate.

**Legend**

- Prop\_Parcel
- A1 - Agricultural
- R1A - Rural Residential
- R1B - Single Family Res
- R1C - 1 & 2 Family Res
- R1M - Multi Family
- R1MH - Mobile Home
- C1 - Local Business
- C1O - Office
- C2 - General Business
- C2 - Conditional Zoning
- C3 - Highway Service
- C4 - Planned Shopping
- PRD - Planned Redevelopment
- P1 - Vehicle Parking
- MUIBD-G - Mixed Use
- MUIBD-L - Mixed Use



**Zoning Map**

**Keystone Road Rezoning Request**


Garfield Charter Township  
 3848 Veterans Drive  
 Traverse City, MI 49684  
 Phone: 231.941.1620  
 Fax: 231.941.1688  
[www.garfield-twp.com](http://www.garfield-twp.com)



**NOT A LEGAL SURVEY**

Garfield Township Planning Dept: 1/8/2015

This map is based on digital databases prepared by the Charter Township of Garfield. The Township does not warrant, expressly or impliedly, or accept any responsibility for any errors, omissions, or that the information contained in the map or the digital databases is currently or positionally accurate.

		<b>Charter Township of Garfield</b>	
		<b>Planning Department Report No. 2015-18</b>	
Prepared:	January 6, 2015	Pages:	1 of 14
Meeting:	February 11, 2015 – Township Board	Attachments:	<input type="checkbox"/>
Subject:	2014 Annual Report		

### **Introduction**

This 2014 annual Planning Report was prepared pursuant to the requirements of Section 19(2) of the Michigan Planning Enabling Act, 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, as required above, and will also outline the activities of the Planning Department in the 2014 year. Additionally, this report will also inform on both the Zoning and Building Department's recent activities.

### **Boards & Commissions**

The Planning Department participates in various committees and provides support services to various Commissions and Boards, which include:

- Garfield Township Board
- Garfield Township Planning Commission
- Garfield Township Zoning Board of Appeals
- Joint Traverse City and Garfield Township Planning Commission (Grand Traverse Commons)
- Joint Traverse City and Garfield Township Recreation Authority
- Parks & Recreation Commission
- TC-TALUS Technical Committee
- Joint Housing Task Force
- Among others

### **Administration**

The Planning Department continues to be very active as it moves towards finalizing documents, preparing new ordinances, and ensuring that development projects are completed as required by the Planning Commission and Township Board.



Routine tasks also include dialogue with the development community to ensure that development applications are complete and ready to be brought before the Planning Commission, which can take weeks or months. The management and oversight of three active Natural Resources Trust Fund projects occupies a substantial amount of Staff time.

As current documents and plans are finalized in early 2015, attention will be shifted to successor documents and ordinances to help the Township realize the goals of recently adopted documents. This, combined with yet another projected year of strong growth, as well as planning for upcoming grant applications, will continue to demand efficiency in the administration of the Planning Department.

### **Planning Commission**

The Planning Commission meets the second and fourth Wednesday of each month and is responsible for reviewing development applications, preparing plans, and advising the Township Board on development matters and zoning amendments. The 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 work session during the second meeting of the month. This schedule will continue throughout 2015 as the Commission works to finalize its Master Plan review.

### **Activity Highlights**

The Planning Commission continues to work on the Master Plan update and is currently in the process of drafting a community survey. Staff continues to meet with community stakeholders such as TCAPS, BATA, Cherry Capital Airport, GT Metro Fire, and the Sherriff's Office to understand each agency's current and future infrastructure needs and how each need relates to the community.

The updated draft Zoning Ordinance is currently being reviewed by the Township attorney. Once the Attorney's comments are received, remaining issues and any proposed changes to the document will be discussed. The Planning Commission will soon begin discussions on how to move forward with a public information session and public hearing to educate the public on the new document prior to its adoption.

### **Development Reviews**

The Planning Commission reviewed and approved numerous projects in 2014, which included Site Plan Reviews, Planned Unit Developments, Special Use Permits and zoning text and map amendments. A brief description of those reviews follows.

#### **2014 Special Use Permits - New Applications**

##### **SUP – 2014-01 Culver Meadows Assisted Living Apartments**

This project is proposed on Silver Lake Road in the R-1B single family residential district. The Planning Commission, following several contentious meetings, directed Staff to prepare findings for denial of the project. Subsequently, the applicant requested another opportunity to present to the Planning Commission with a modified plan instead of a decision, which request was granted.

As of the end of 2014, however, the applicant has failed on numerous occasions to complete its revised application for a decision. The application remains open.

#### **SUP – 2014-03 Grand Traverse Timbers**

Grand Traverse Timbers was granted a Special Use Permit to establish an enclosed sawmill operation and associated warehousing within two existing buildings on a 1.5-acre parcel located at 5111 Cedar Run Road. The property is currently zoned A-1 Agricultural and is the site of the former Ken's Landfill, which was decommissioned in 2012.

#### **2014 Planned Unit Developments (PUD) - New Applications**

##### **PUD – 2014-01 Sheffer Farms**

This mixed use project is proposed on 52 acres of open, gently sloping, grassy field located off of North Long Lake Road. The applicant's proposal evolved over a period of months but mostly included single family lots, small single family cottages, apartment buildings, an assisted living facility and an additional institutional building. The Planning Commission required the applicant to provide a traffic study for the project, and, following the Township traffic consultant's review and comment on the inadequacies of the study, the project appears to have stalled.

##### **PUD – 2014 -02 Buffalo Ridge Center**

This application involved a commercial PUD (redevelopment) project on approximately 34 acres of commercially-zoned property, formerly the site of Horizon Outlet Mall. The northern portion of the site will be redeveloped into a 14-screen movie theater, an additional commercial building, and associated parking areas. The southern half of the site will remain in its present state for the time being until future redevelopment opportunities are explored and approved through the appropriate amendment process. Following a few months of disingenuous opposition by the Grand Traverse Mall representatives, the project was approved. Demolition has since occurred on the site and the project is in the permitting phase. This project was a good example of the redevelopment of a dilapidated commercial property in a prime location rather than development of a greenfield site outside of the urban core.

#### **Amendments to previously approved Special Use Permits**

The following requests were processed as amendments to approved Special Use Permit projects. It is not uncommon for projects to request various changes to plan sets as they grow. The Planning Commission is required to evaluate minor and major amendment requests to these projects, while Staff has the authority to allow small administrative changes

##### **SUP – 1989-A Just Golf**

The application requested a major amendment to an existing special use permit to reestablish a driving range and add bocce ball and badminton courts, a croquet area and 12-hole miniature golf course at the site of the existing "Just Golf" retail store at 4163 Meadow Lane Drive. Working through a number of applicant misrepresentations and driving range safety concerns, the Planning Commission eventually approved the project.

**SUP 2013-02(A) – Panera Bread** requested a major amendment to add 559 square feet of floor area to its approved building footprint. The Planning Commission approved the request.

**SUP 1992-01(L) – Sam’s Club PUD** – a PUD sign request to increase allowable signage for the Harbor Freight building on US-31 was approved.

**SUP 2005-05(E)** – Members of the **Lone Tree PUD** requested a minor amendment to modify duplex boundary lines to rectify a past surveying issue and to provide a better layout for the units. The Planning Commission approved the request.

**SUP 2000-08(H) – Copper Ridge** – The application requested a clarification of a previous condition of approval which required that a play area for children within the development to be established. The Planning Commission denied two proposals by the applicant to place the playground in areas that were deemed unsafe for children. Following those discussions, however, a revised plan to convert two drainage basins to play areas (accommodating the drainage in underground basins) was found acceptable. However, the status of the project is unknown at this time.

**SUP 1991-10 (K) – Crown PUD** – This request was to amend an approved sign package to allow an LED changeable letter sign within the Crown PUD. The Planning Commission has historically denied requests to establish commercially-oriented LED signs within Planned Unit Developments out of incompatibility concerns with surrounding residential and agricultural districts. The Crown PUD already enjoys an increased number of signs and an increase in sign size over most PUDs. The request was denied for the second time in 5 years and is being appealed by the applicant.

**SUP 2003-06(D) – Premier Manor.** The request is for a major amendment to the approved mixed-residential **Premier Place PUD** located along Premier Street, Woodmere Avenue, and Boardman Lake. The project was first approved in 2003 and is presently approved for a 72-unit multi-family structure called Premier Manor. The applicant has requested to replace the approved 72 unit structure with an alternate, larger structure. This application was recommended for approval by the Planning Commission and is under review by the Township Board.

**SUP 2000-08(I) – The Eagles View condominium,** part of the **Copper Ridge Planned Unit Development,** obtained a minor amendment approval to combine two lots within the condominium project into one building site.

**SUP 2000-09(E) – The Chelsea Park PUD** project has been sitting idle for several years. This mixed residential PUD has recently been purchased by a local developer who has revived the project, including much-needed final completion of street and stormwater infrastructure. A request for a minor amendment was granted by the Planning Commission for an increase in building footprint of 15% for various duplex and quadplex units.

**SUP 2002-03(D) – The Arbors Apartments PUD** requested a major amendment to expand the project boundary line to allow for the construction of an overflow parking area adjacent to Hartman Road. This project was recommended for approval by the Planning Commission and is under review by the Township Board.

### Zoning Ordinance Text & Map Amendments

**Z-2014-01** – The application requested a rezoning of approximately 28,000 square feet, or 0.64 acre of land, from the R1-M Multi-Family Residential District to the C-1 Local Business District. The property is located at the southeast corner of Barlow and Floresta Streets and is currently vacant. Following a recommendation by the Planning Commission, the Township Board approved the rezoning. According to the owners, a new structure will be built in 2015 to accommodate a new S'wiches Deli.

**Z-2014-02** – The application is currently before the Planning Commission for consideration to rezone approximately 30-acres of land from the A-1 Agricultural District to the R1-M Multi-Family Residential District. The application affects four properties along La Franier Road, roughly 1/4 mile north of Hammond Road. The applicant intends to propose a market-rate apartment complex of approximately 230 units if the application is approved.

### Conceptual reviews

Conceptual reviews were established in 2010 to allow developers and applicants the ability to appear before the Planning Commission with little more than a concept and basic site plan. This procedure provides the applicant with valuable feedback to gauge the Planning Commission's interest in the project before an application is submitted. This procedure has been very useful to developers as they are able to discuss a potential project without having to first secure a planner, engineer, surveyor, etc. to complete an application. The following projects were brought before the Planning Commission for discussion in 2015:

- **Horizon Mall Redevelopment** – This project was presented to the Planning Commission to redevelop the old horizon outlet mall. Following comment by the Planning Commission an application was submitted and approved as a PUD.
- **Just Golf** – Just Golf approached the Planning Commission to establish a driving range and non-golf activities such as badminton, bocce ball etc. Following comment by the Planning Commission an application was submitted and approved by way of SUP.
- **Leelanau Coffee** – Leelanau Coffee gauged reaction to the concept of establishing a roasting facility, distribution center and café at the coming Brookside Commons project. The Planning Commission felt the café would fit but the roasting and distribution center may be outside the intent of the PUD.
- **Bareknuckle Distillery** – The applicant approached the Planning Commission regarding a distillery in the EPI building on W. South Airport Road. Overall, Commissioners were in favor of the project.
- **Ace Hardware** – Ace Hardware expressed interest in purchasing the former Western Concrete building on W. South Airport Road with intentions of opening a new retail store on the premises. The property is zoned MUIBD-G, which does not support the retail request. Following Planning Commission comment, an application was not submitted for the project.
- **Lafranier PUD** – The applicant requested conceptual review of an apartment complex by way of a PUD. The Planning Commission did not feel that the project met the

standards to establish a PUD but indicated that it would consider an application to rezone the property to a suitable zoning district.

- **Crown PUD** (Contractors establishment) – A conceptual request to amend the Crown PUD to allow the construction of a contractors establishment was reviewed. The Planning Commission was supportive of the request; however, upon review of the request it appears that the project area may not be buildable for zoning purposes due to a previous transfer in development density from the subject parcel to elsewhere in the site. Research continues on both the applicant and Township side.
- **Sheffer Farm** – Prior to making its formal application, this mixed-residential project received a generally favorable conceptual review from the Planning Commission.

### **Parks & Recreation**

On the surface, 2014 was a relatively quiet year for our park network, in part because a lot of Staff time which could otherwise be devoted to parks was taken up by the above duties. However, a lot of work did go on behind the scenes to set us up for a productive 2015.

The sprinkler system was expanded at the **Silver Lake Recreation Area (SLRA)** to cover the dog park area, and dog drinking water stations were also installed in each of the enclosures. Additionally, the Township came to a resolution with Elmer's Construction to fix a persistent ponding issue which came up after the 2013 improvements to the park were made. As this park grows and matures, we continue to learn as we go regarding appropriate levels of maintenance such as lawn care and snow removal.

Reservations for the pavilions within the SLRA remain in high demand. The Township has budgeted a significant amount to make additional improvements to this park in 2015, likely including additional sidewalks, lighting, and trees.

Two of three necessary easements have been secured for the construction of **Phase II of the Buffalo Ridge Trail**. A letter writing campaign was organized to petition Great Wolf Lodge to grant the remaining easement. That, combined with the persistence of Staff and other Township officials, has appeared to have paid off. The easement request has made its way up the GWL chain of command, and is under review by Great Wolf's legal and engineering departments as of this writing. Upon receipt of this easement, the Township's engineering consultant is prepared to quickly finalize drawings and permitting in hope of 2015 construction.

The Township, in partnership with the Grand Traverse Regional Land Conservancy, continued efforts to finalize **Phase III of the Boardman Valley Nature Preserve (BVNP)**. This grant-funded project will continue the momentum by acquiring an adjacent parcel on Keystone Road which is suitable for trailhead and small community park development, and the rear acreage of the Verizon retail store to accommodate a future trail corridor. This project is nearly finalized. With the Conservancy now in possession of each of these parcels, it is and prepared to deed the titles over to the Township upon final DNR review and acceptance of appraisals.

The lease agreement for the property occupied by the Grand Traverse Bay YMCA, also within the Boardman Valley Nature Preserve, continues to be a topic of discussion as the Y transitions to their new facility. While not common knowledge, the Township owns the entirety of this

facility, and the Y has operated since 2004 under a lease which was to expire in 2014. Following the summertime departure of the Y's long-time executive director, Staff reached out to the YMCA executive committee, resulting in recent productive discussion of how the Township and the YMCA may continue to partner into the future to provide great recreational opportunities for our residents and visitors.

As expected, the **Grand Traverse Commons** continues to grow in demand as a recreational race and events venue, including the second year of the Conquer the Commons mountain bike race event. Also at the Commons, and following up on the 2013 Forest Management Plan, in 2014 the Township contracted to have a Hazardous Tree Inventory prepared. The Township then issued a bid request for a tree service to address as many of these hazards as possible within a \$30,000.00 budget. The successful bidder proposed to remove each of the 358 trees which have been deemed hazardous, as well as to prune an additional 50 trees. It was unexpected and notable that this work will address the full scope of the hazardous tree report. This work will be completed in 2015.

Planning Staff also remained involved in a collaborative effort between the Township, Traverse City, the Grand Traverse Ski Club, and Preserve Hickory to complete a **Master Plan for the Hickory Hills Recreation Area**, which is owned and operated by Traverse City but located in Garfield Township. Now that the Master Plan has been completed, this team is considering opportunities and challenges in its implementation.

Together, the above achievements reflect ongoing efforts of the Parks and Recreation Commission to implement the goals of the 5-Year Parks and Recreation Master Plan. With a number of great parks now established, we continue the push to enhance these resources and to allow people to reach their parks by bike.

### **Joint Traverse City & Garfield Township Planning Commission**

Staff continues to meet with Traverse City's Planning Department to continue polishing the draft Grand Traverse Commons Zoning Ordinance. This form-based code will regulate the specific Commons area campus and will be separate from the Township's regular Zoning Ordinance. The Joint Planning Commission is comprised of City and Township residents, appointed from their respective Planning Commissions (Racine, Clark) as well as staff representatives from both municipalities. The Commission continues to review ordinance drafts and recommend changes as work towards the Ordinance's completion progresses. Meetings with individual stakeholder groups are ongoing and a public hearing by spring 2015 is anticipated.

### **Garfield Township Infrastructure Overview**

The Planning Department now works closely with our utility engineer to ensure that municipal sewer and water extensions are escrowed, installed and inspected properly. This report is intended to summarize the utility projects that required review and oversight by our utility engineer, Jennifer Hodges, in 2014.

**Zimmerman Road**

A new water main was installed along Zimmerman Road in 2014 and is projected to be extended to the north in the spring of 2015.

**Brookside Commons**

Jennifer Hodges continues discussions with the WODA Group to negotiate pricing to extend the newly installed 16" Zimmerman Road water main along the boundaries of the Brookside Commons project property. This partnership would benefit all parties and lower costs to the Township. MDEQ Permits have been issued for the installation of utilities.

**Buffalo Ridge Center**

MDEQ permits have been issued for the installation of utilities for this project, which is described above. The project manager is now required to provide a construction schedule and timeframe to our engineer.

**Carson Square**

Representatives for this multi-family residential project, which was approved in 2013, have recently provided an escrow and plans for utility review, indicative that the project is moving forward.

**Crown PUD**

There are various issues associated with the Crown Development. The most pressing is the water usage and associated fluctuating water pressure. The anticipated northwest-side water storage project described below will alleviate the concern, but for the time being the Township, in cooperation with the MDEQ, has been given permission to install a temporary booster station in spring 2015.

**Garfield Road**

Improvements along Garfield Road from the Birmley Road area to just north of Hammond Road will occur in 2015, including undercuts and repairs at the Mitchell Creek Crossing.

**La Franier Road**

The 2015 reconstruction of La Franier Road (lowering the hill and widening the roadway) will result in changes to the existing utilities. Among those utilities to be affected include a 12" force main, 8" sewer and 20" water main. The extent of improvements or any interruption in service is unknown at this time.

**Pineview / Cedar Valley Sewer Extension**

This project was completed in 2014 after the Township being petitioned to establish a Special Assessment District to pay for the extension of municipal water and sewer to this subdivision.

**YMCA (New)**

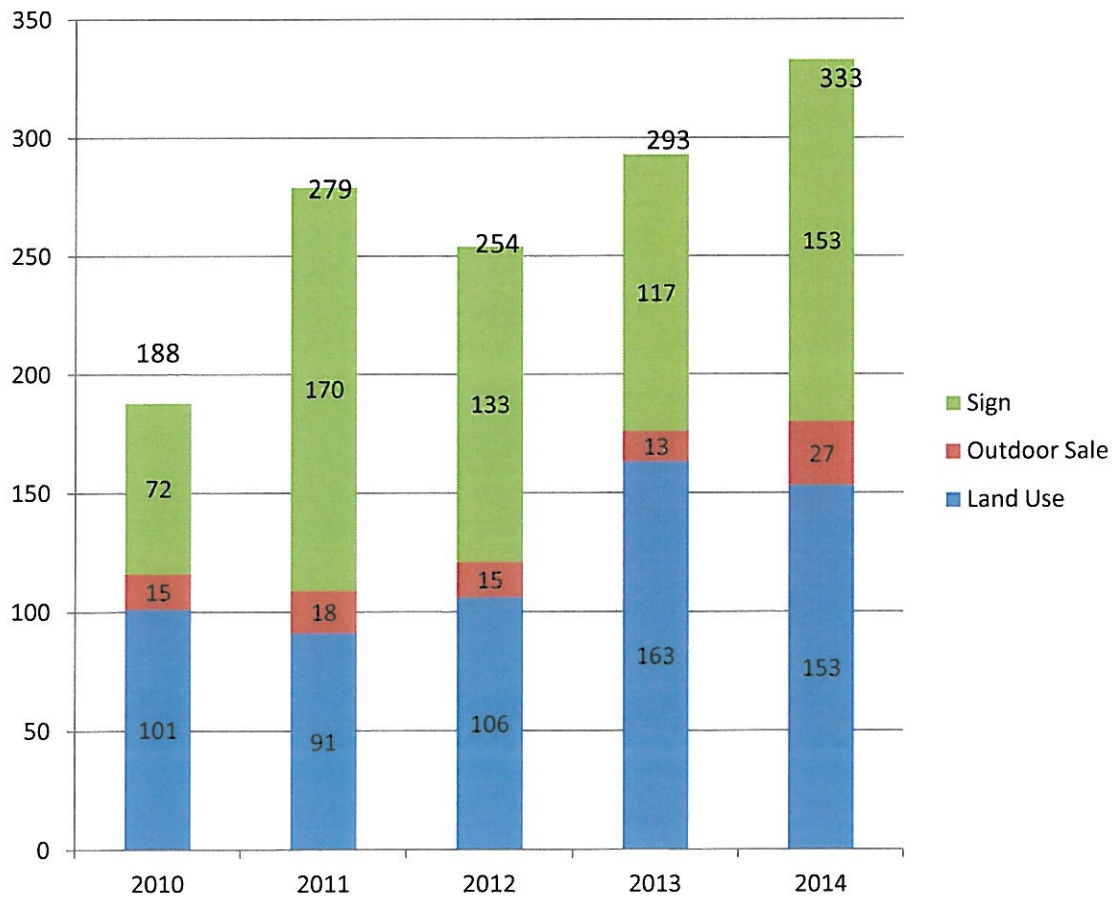
Upon final construction review it was found by the Township engineer it was noted that the "as-built" utilities did not match what had been approved. These unapproved changes have been resolved and the project utilities have been finalized.

**2014 Zoning Department Permit Summary**

Zoning Permits are required for all new construction, changes of use, signs and temporary events. Land Use Permits include new dwellings, commercial projects, accessory buildings, as well as other types of construction or change of use. Sign Permits include wall signs and freestanding signs for businesses and are required for each individual sign. Outdoor Sale Permits in temporary uses that may be non-profit or for-profit and are for a limited amount of time.

333 Zoning Permits were issued in 2014, an increase of 40 permits from the 293 Zoning Permits which were issued in 2013. As reflected in the chart below, the number of zoning permits which are issued annually continues a steady climb, a trend which is expected to continue.

**Total Permits Issued**





The table below identifies the specific Zoning Permits issued in 2014, including the number of late permits issued. In the time since the more costly "late permits" policy was put into place in 2011, primarily in response to numerous signs which were being erected without a permit, these after-the-fact permits have dropped dramatically. Late sign permits violations can be arduous to identify; however, they are among the easiest violations to rectify. Late construction or Grading Permits are far more complicated and time consuming due to the public health safety and welfare issues. Late permits are assessed a late fee equal to the permit amount, essentially doubling the cost of the permit, and in some cases the applicant also receives a citation for knowingly violating the Ordinance.

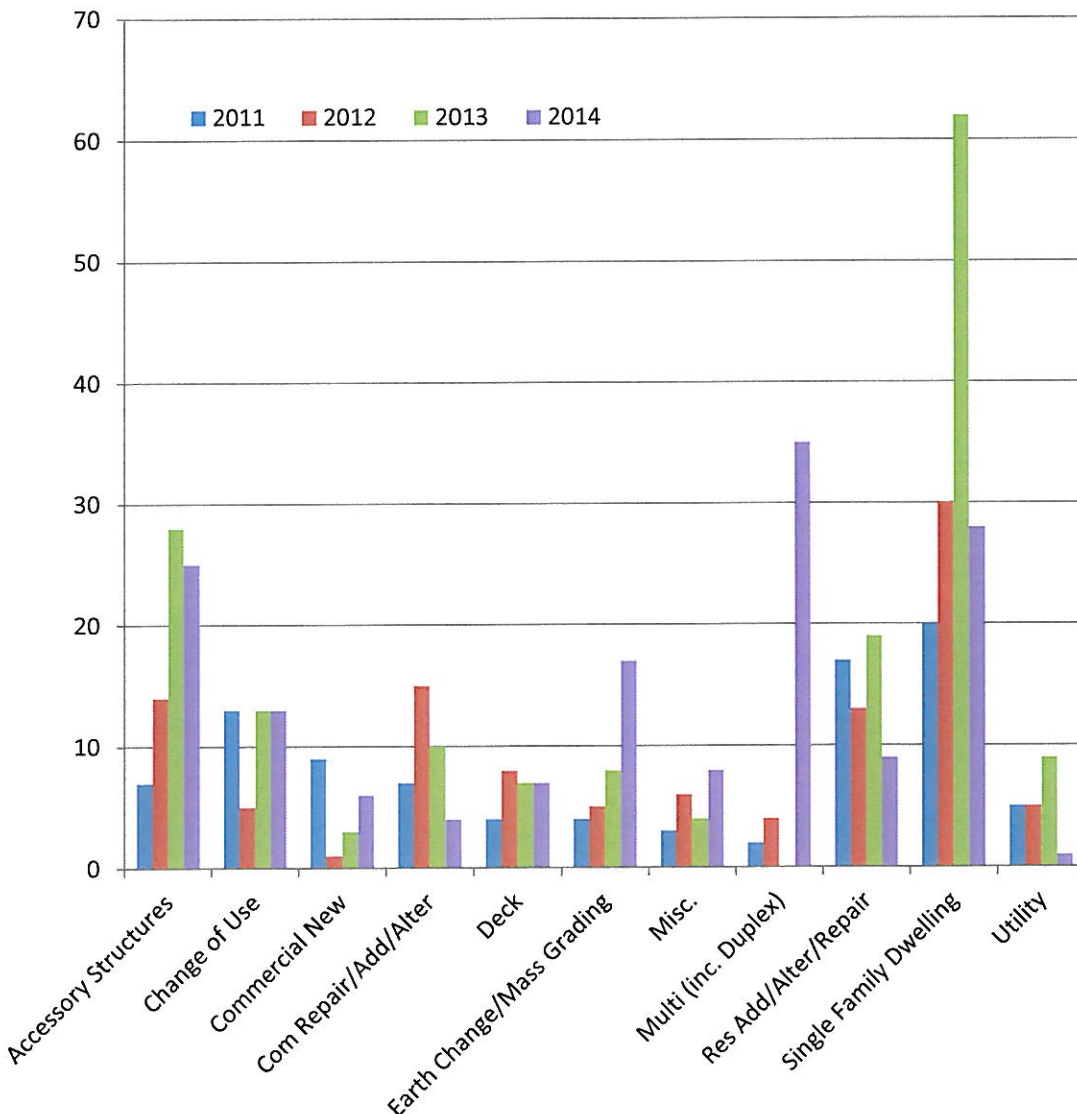
Permits listed in the "Late Permit" column are included in the "Number of Permits Issued" column and should not be added to the total.

2014	Permits Issued	Late Permits
Accessory Structures	24	2
Agricultural Building	1	1
Change of Use	13	N/A
Commercial Building- New	6	N/A
Commercial Building Repair/Addition/Alteration	4	N/A
Deck	7	N/A
Earth Change/Mass Grading	17	2
Home Occupation	0	N/A
Misc.	2	N/A
Outdoor Sale	26	5
Outdoor Sale-Nonprofit	1	1
Residential Addition/Alteration/Repair	9	N/A
Residential Multi-Family Buildings	19 (180 units total)	N/A
Residential Duplex	16 (units)	N/A
Residential Single Family Dwelling	28	N/A
Sign	153	15
Swimming Pool	1	N/A
Tower Co-location	5	N/A
Utility	1	N/A
<b>Total</b>	<b>333</b>	<b>26</b>

The chart below represents the number of permits issued by type for the last four years (2014, 2013, 2012, and 2011). Permits in the miscellaneous category include parking lot paving, swimming pools and home occupations. The utility category includes generators, cell tower collocations and replacement of equipment on towers.

What is notable in this chart is a year of high growth of single-family homes in 2013, while this growth shifted to multi-family units in 2014.

### Land Use Permits



### Garfield Township Building Department

The table below identifies the types of permits issued by the Building Department 2014. These numbers are different than those issued for zoning purposes as the State of Michigan views land use classifications differently than zoning. For instance, multi-family buildings are considered commercial buildings by the State despite the same being considered residential under zoning law. In addition, if an applicant is remodeling the interior of a structure he or she is not required to obtain a land use permit (zoning) but is required to obtain a building permit.

<b>Garfield Township Building Department Annual Permit Overview</b>	<b>Number of Permits Issued in 2014</b>
<b>Single Family Homes</b>	<b>44</b>
<b>Residential Alterations</b>	<b>20</b>
<b>New Commercial Buildings</b>	<b>23</b>
<b>Commercial Alterations</b>	<b>51</b>
<b>Miscellaneous Permits (accessory buildings, decks, mobile homes, swimming pools etc)</b>	<b>67</b>
<b>Total Permits Issued</b>	<b>205</b>
<b>Total Inspections</b>	<b>&lt; 900</b>

The Building Department experienced its best year since 2005, with a total construction value of \$44,489,420.00 being invested in new builds and alterations in 2014. According to the Building Department, total construction for all categories (listed in the table above) was up nearly 17% from last year. The number of commercial building permits issued in 2014 increased 55% over those issued in 2013.

### Zoning Enforcement

In 2014, there were 234 zoning enforcement cases where letters of information or violation were sent to individuals or businesses in our community. The letters are intended to seek voluntary compliance by informing the owner of a violation and offering to work with them to correct the problem. In many cases, a property owner is not aware that they have violated an ordinance, so the letters are intended to educate them on the issue. Of 234 cases, the majority were resolved amicably while 30 were ultimately issued a Civil Infraction Citation.

The types of violations vary but are mostly associated with zoning and police power ordinances such as noise and junk. The list below provides a quick overview of the types of violations encountered.

<b>Types of Violations</b>		
Weeds	(Property Maintenance Ordinance)	17
Junk	(Junk Ordinance)	47
Illegal Signage/No Permit	(Zoning Ordinance)	95
Outdoor Lighting	(Zoning Ordinance)	14
Unauthorized Land Use	(Zoning Ordinance)	61
<b>Total Violations</b>		<b>234</b>
<b>Total Civil Infraction Citations</b>		<b>30</b>

### **Zoning Board of Appeals**

The Zoning Board of Appeals held three meetings in 2014 (January, November, and December). The number of cases has dropped significantly since 2009 and is largely in part to “fixing” the regulations that have proven burdensome and unnecessary. For instance, parking was a major issue and the reason for variance requests for years. The Board, upon recommendation by the Planning Commission, adopted new parking regulations for certain uses that are more realistic. Those amendments have resulted in a significant decline in variance requests for parking relief.

In 2014, the ZBA had two requests for relief from front yard setbacks. The first request was for an addition to an existing single family dwelling located in the Incochee Hills subdivision. This property, due to its extremely steep grade, had originally received a variance to build the home on the parcel. Due to the topography of the site and previously approved variance, the ZBA felt it was appropriate to grant an additional front yard variance.

The second case involved an after-the-fact request to locate a non-essential drive within the front yard setback. This request was denied as it did not meet the standards of approval for a variance.

### **Other Planning Department Efforts**

Due to the instability currently surrounding the County Soil Erosion Department, Staff has prepared a draft Soil Erosion Ordinance to ensure that applicants for development within Garfield Township are always supported by a fair and efficient Soil Erosion Control process.

Previously, after the County Board greatly stripped the responsibilities of the Drain Commissioner, the Township took on the responsibility of enforcing its own stormwater control ordinance. With the assistance of a Township engineering consultant retained under development review fees, project review and enforcement of the stormwater ordinance has been simple, relatively painless, and effective for both the Township and the development community. The stormwater control ordinance is intended to shape the finished product, while a soil erosion

control ordinance is intended to mitigate environmental impact while a project is under construction. As such, they are sister efforts.

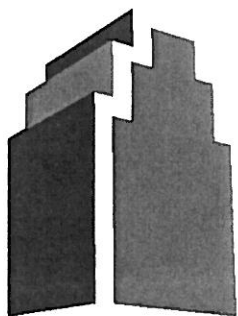
The background work on creating a Soil Erosion Department is near completion. Upon review and certification by a qualified soil erosion inspector, the necessary documents will meet all qualifications for submittal to the State. It has yet to be determined if the Township Board desires creating this department; however, we are being proactive in an effort to avoid any unforeseen circumstances created by possible changes at the County level. Our current Board has made it clear that customer service and departmental efficiency remains a top priority. As we have experienced in the Township administering its own Building Department and Stormwater Ordinance, establishing a Township Soil Erosion Department may be best way to provide a better and more efficient process than what the County currently offers.

The Planning Department is in the process of researching and drafting a Business Licensing Ordinance. This Ordinance would require any existing business to register and any new business to first receive zoning approval before establishing the business. Quite often, realtors and landlords alike will simply rent their spaces to a tenant knowing the use is not permitted by zoning. Once a problem is identified, the Township is required to intervene, which takes a tremendous amount of Staff time and results in perceived negative business atmosphere for our community. This type of Ordinance is common in larger communities to protect start up businesses and those relocating to our community. This process would also alert the Treasurer's Department to ensure that applicable business taxes are paid. Once in place, the Clerk would be responsible for processing applications.

The Planning Department now oversees every aspect of a project, from application to occupancy. This oversight requires constant coordination between the Planning, Zoning, and Building Departments, as well as working with our outside consultants, to ensure that projects are built as approved.

### **Conclusion**

2015 should be a very busy and exciting year as we anticipate adoption of the new Garfield Township Zoning Ordinance (rewrite), GT Commons Form Based Zoning Ordinance, and Garfield Township Master Plan. Following the adoption of the above mentioned documents the Planning Commission will likely be shifting focus to implementing the goals of the Master Plan and identifying roadways in our community most in need of a corridor plan. It is also expected that development projects will continue to increase.



**Eckler**

Building Solutions, LLC

9970 E Pickwick Court

Traverse City, MI 49684

**GENERAL CONTRACTOR**

231-421-4993 (phone) 231-946-6056 (fax)

## PROPOSAL

February 18, 2015

Attn: Bill Mouser  
Charter Township of Garfield  
3848 Veterans Drive  
Traverse City, MI 49684

RE: Township Hall Back Entrance Canopy Bid for Design Build & Construction Services

Per attached Scope of Work, Concept Drawing and Site Visit:

- Design Services
- Pillars (includes concrete, bolts, labor)
- Excavation
- Provide and install (2) Duo-gard canopies
- Field Superintendent
- General conditions included

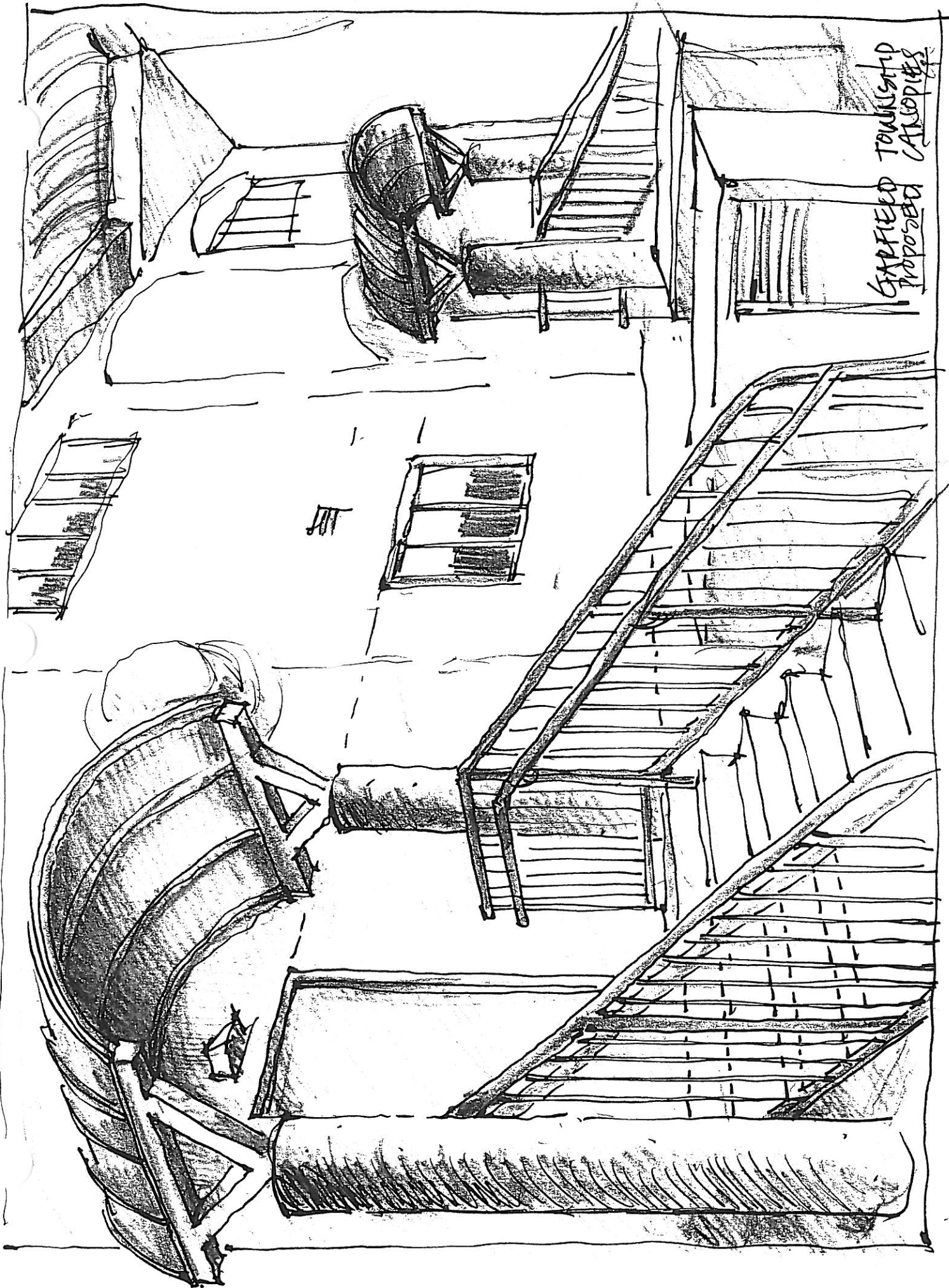
TOTAL: \$31,400.00

\*ADD third canopy- \$11,800.00

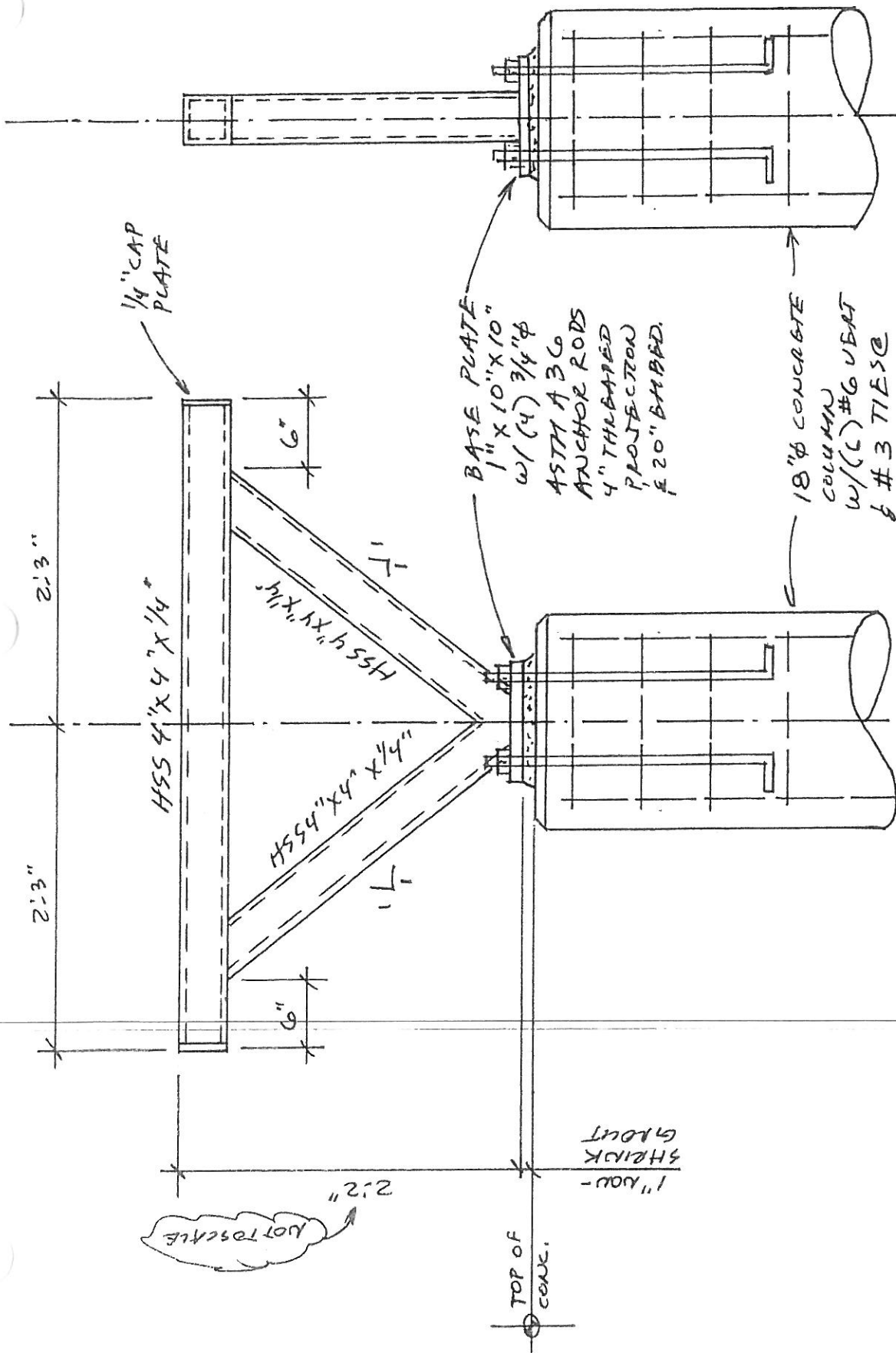
\*ADD for Winter Conditions- \$1,650.00

NOTE:

- These structures are to be free standing not attached to the building in order to not disturb the exterior finish



GARFIELD  
PROPOSED  
TOWNSHIP  
CASINOES



1/4" CAP PLATE

BASE PLATE  
1" X 10" X 10"  
w/ (4) 3/4" φ  
ASTM A36  
ANCHOR RODS  
4" THREADED  
PROJECTION  
#20" BARRED.

18" φ CONCRETE  
COLUMN  
w/ (6) #6 VERT  
& #3 TIES @  
12" O.C.  
(6" O.C. AT ANCHOR  
BEETS)


HOT TAPABLE

TOP OF  
CONC.  
1" ADV -  
SHANK  
GROUT

GARFIELD TOWNSHIP CANOPY  
#EA1504  
02.03.2015





		<b>Charter Township of Garfield</b> <b>Planning Department Report No. 2015-19</b>	
Prepared:	February 17, 2015	Pages:	Page 1 of 1
Meeting:	February 24, 2015 Township Board	Attachments:	<input checked="" type="checkbox"/>
Subject:	Proposed Second Amendment to 5-Year Parks and Recreation Master Plan		

**STAFF COMMENT:**

At its meeting on February 18, 2015 the Parks and Recreation Commission recommended to the Township Board that the second amendment to the 5-Year Parks and Recreation Master Plan be adopted.

The purpose of this amendment is twofold. The first is to recognize TART Trails' planned Boardman River Trail (which is on land) and to incorporate the river itself into this plan as a "water trail." The second purpose is to update the Township's land acquisition plan to identify properties near to Hickory Meadows which will improve this park and provide better access to it from the western side of the Township. Incorporation of these goals into our park plan will improve chances that recently discussed grant applications to make these improvements will be successful.

At its meeting on February 24th the Board will hold a public hearing to accept comment on the proposed second amendment to the Park Plan. Notice of the opportunity for public comment on this draft amendment was published in the Traverse City Record Eagle on February 11th and was also posted on the Township's website. As of this writing no public comment regarding the amendment has been received.

The proposed second amendment remains available for review at [www.garfield-twp.com/parks.asp](http://www.garfield-twp.com/parks.asp) , and a number of copies will be provided for your use at the Board's public hearing.

**ACTION REQUESTED:**

The primary purpose of the Board's meeting will be to provide an opportunity for members of the public to comment on the proposed amendment. Following public comment, and subject to any comment that may be received, the Board is requested to adopt the plan amendment by way of adopting Resolution 2015-03-T.

**CHARTER TOWNSHIP OF GARFIELD  
GRAND TRAVERSE COUNTY, MICHIGAN**

**RESOLUTION # 2015-03-T**

**RESOLUTION ADOPTING AMENDMENT #2 TO THE 5-YEAR PARKS AND  
RECREATION MASTER PLAN**

**WHEREAS**, the Charter Township of Garfield adopted a Five Year Parks and Recreation Plan on February 14, 2012 which describes the physical features, existing recreational facilities, and the desired actions to be taken to improve and maintain recreation facilities during the period between January 1, 2012 and December 31, 2016; and

**WHEREAS**, a First Amendment to the Parks and Recreation Plan was adopted by the Township Board on February 12, 2013; and

**WHEREAS**, this Second Amendment to the adopted Parks and Recreation Plan is intended to recognize the Boardman River Trail as a land and water trail and to amend the Township's parkland acquisition plan to improve access to and public enjoyment of Hickory Hills; and

**WHEREAS**, a public review and comment period on the Second Amendment was noticed and held from February 11, 2014 until February 24, 2015; and

**WHEREAS**, a public comment session was held at the Garfield Township Hall on February 24, 2015 to provide an opportunity for citizens to express opinions, ask questions, and discuss all aspects of the Recreation Plan; and

**WHEREAS**, the Charter Township of Garfield has developed the plan for the benefit of the entire community and to adopt the amended plan as a document to assist in meeting the recreation needs of the community; and

**WHEREAS**, the Township Parks and Recreation Commission having recommended adoption of this Second Amendment to the Township Board; and

**WHEREAS**, the Charter Township of Garfield Board of Trustees voted to adopt said Second Amendment to the adopted Recreation Plan:

**NOW, THEREFORE, BE IT RESOLVED** that the Charter Township of Garfield Board of Trustees hereby adopts the Second Amendment to the Charter Township of Garfield 5-Year Parks and Recreation Plan.

Moved:                Supported:

Ayes:

Nays:

Absent and Excused:

RESOLUTION 2015-03-T DECLARED ADOPTED.

By: \_\_\_\_\_  
Chuck Korn, Supervisor  
Charter Township of Garfield

**CERTIFICATE**

I, Lanie McManus, Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and correct copy of Resolution 2015-03-T which was adopted by the Township Board of the Charter Township of Garfield on the 24<sup>th</sup> day of February, 2015.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Lanie McManus, Clerk  
Charter Township of Garfield

**INTERLOCAL AGREEMENT FOR  
SUPPLEMENTAL SHERIFF LAW ENFORCEMENT SERVICES**

This INTERLOCAL AGREEMENT FOR SUPPLEMENTAL SHERIFF LAW ENFORCEMENT SERVICES, is made this 25th day of February, 2015, between THE COUNTY OF GRAND TRAVERSE (County), 400 Boardman, Traverse City, Michigan, THE CHARTER TOWNSHIP OF GARFIELD (The Township,) 3848 Veterans Drive, Traverse City, Michigan, and THE SHERIFF OF GRAND TRAVERSE COUNTY (Sheriff), 851 Woodmere, Traverse City, Michigan.

WHEREAS the County and Sheriff are willing and able to provide certain supplemental law enforcement law enforcement services to The Township, and

WHEREAS the County and local units of government may enter into agreements pursuant to the Urban Cooperation Act of 1967, MCL 124.501, et. seq., to provide interlocal use of facilities and/or services which each municipality has the power or authority to provide separately; and

WHEREAS The Township, desires such supplemental law enforcement services for the benefit of its citizens and may provide such services under MCL 41.181, and the parties are authorized separately to provide law enforcement and police protection services; and

WHEREAS the County has the capacity to provide additional law enforcement services to The Township, however, absent this Agreement, the County is not obligated to provide the additional services to The Township, .

THEREFORE, the parties agree:

I. DESCRIPTION OF SERVICES

The County and Sheriff shall provide supplemental law enforcement services to The Township, which shall consist of services of thirteen (13) designated full-time deputies and patrol vehicles over and above those services otherwise provided by regular patrol. MCL 41.181. The thirteen deputies will consist of three Community Police Officers, eight patrolmen, one Investigator and one Lieutenant with the responsibility and authority to manage the Township's deputies, as well as the other Community Police Officers.

II. COUNTY/SHERIFF PROVISION OF DEPUTY VEHICLE

The patrol vehicles used by the Community Police Officers in addition to normal markings, shall be lettered by magnetic signs or painted with the words "Charter Township of Garfield". The patrol vehicle shall at all times be the property of the County. The County shall be solely responsible for the cost of maintaining and appropriately equipping the vehicle.

III. COUNTY/SHERIFF PROVISION OF SUPPLIES AND PRIMARY SERVICES

The County/Sheriff agrees to provide all necessary ancillary equipment for the deputy, including but not limited to: uniforms, sidearm, portable radio, mobile data terminals, etc. In addition, the County/Sheriff shall provide the following services: law enforcement records, dispatch, LEIN/NCIC, detectives and evidence technicians, K-9 (canine) officer, dive team, marine division, snowmobile, ORV, and all necessary forms and miscellaneous supplies.

IV. NON -PATROL TIME OF DEPUTY

The Sheriff shall provide all necessary administrative services, supervision, and training for the designated Township deputies. The Township acknowledges the necessity of the deputy to be excused from The Township duties to attend training, as well as vacation, sick leave, personal days, and other contractually mandated leave.

V. DEPUTY EMERGENCY RESPONSE OUTSIDE OF JURISDICTION

The parties recognize that it is occasionally necessary for an officer to provide emergency assistance to a neighboring jurisdiction. In cases of life-threatening emergencies or other serious crimes in progress, the Sheriff's shift supervisor may authorize the designated deputy to provide assistance to a neighboring jurisdiction; the deputy shall return to The Township as soon as reasonably possible.

VI. REMOVAL OF DEPUTY

The parties recognize that from time to time there may be a concern about the performance of the Deputy assigned to the Township. In that event, the Township Supervisor, the assigned Deputy, and the Sheriff or the Sheriff's representative will meet in an attempt to determine whether or not the issues prompting the meeting are based on valid

reasons and can be resolved. If the issues cannot be resolved, the removal of the assigned Deputy from the Township will occur upon written request by the Township, Supervisor that states the reasons for the request.

VII. INDEMNIFICATION AND SUPERVISION

The Township assumes neither responsibility nor liability for the use of said vehicle nor for the Deputy operating same or the execution of his/her duties as a police officer. The County agrees to indemnify and save harmless and defend the Township, from any and all claims, demands, and causes of action and judgments which may occur by virtue of the use of the patrol vehicle in the Township, or by the provision of the law enforcement services. The Deputies shall be under the jurisdiction of and solely responsible to the Sheriff.

VIII. RECORDS

The Sheriff shall maintain a record or log showing incidents occurring within the Township, and will provide this information on a month to month basis. Additionally, upon request of the Township, the Sheriff or County will provide reasonable information to the Township specific to the services provided by any deputy assigned to their the Township including information specific to billings.

IX. CONSULTING SERVICES

The Sheriff, or his representative, shall be available at reasonable times upon reasonable advance notice for consultation and assistance to The Township Board on matters relative to law enforcement services, crime prevention, public safety, traffic safety and any other matters relative to the general safety and peace of the Township.

X. PAYMENT FOR SERVICES

Payment for supplemental law enforcement services will be at the rate of \$77,509.00 per Officer, and the Annual increase will be determined by the lesser of the Consumers Price Index as published annually by the State Tax Commission or 5%. The County shall submit a quarterly invoice, due and payable within ten (10) days after receipt thereof.

XI. TERM

This agreement shall commence January 1, 2015, and continue until such time that any party provides written notice, at least 90 days in advance to the other two parties, of the intent to terminate or re-negotiate this agreement.

XII. GENERAL TERMS

- A. SURVIVAL OF CLAIMS IF CANCELLATION :The parties agree that the cancellation or termination of this agreement shall be without prejudice to any rights or claims of either party against the other and shall not relieve either party of any obligations which, by their nature, survive cancellation or termination of this Agreement.
- B. INDEPENDENT CONTRACTOR: The County and The Township agree that no employees, volunteers, agents and personnel servicing this agreement or otherwise, shall be considered or asserted to be employees of the other, and further agree, that at all times and for all purposes under the terms of this agreement, the legal status and relationship of each party shall be that of an Independent Contractor.
- C. NO CHANGE TO CONDITIONS OF EMPLOYMENT: This agreement does not create, change, modify, supplement, supersede, or otherwise affect or control, in any manner, any terms or conditions of employment of any employees of the County.
- D. DISPUTE RESOLUTION: The parties acknowledge and agree that in the event there is a dispute regarding the implementation or interpretation of the terms of this Agreement the parties shall work in good faith to resolve any dispute. However, in the event the dispute cannot be resolved by the parties, either party may file a suit for declaratory judgment in the Grand Traverse County Circuit Court setting forth the particular issues to be resolved.



IN WITNESS WHEREOF, the parties hereto have executed this agreement the day and year first written above.

**COUNTY OF GRAND TRAVERSE**

Dated: \_\_\_\_\_

\_\_\_\_\_  
Christine Maxbauer, Chairperson

**GRAND TRAVERSE COUNTY SHERIFF'S OFFICE**

Dated: \_\_\_\_\_

\_\_\_\_\_  
Thomas J. Bensley, Sheriff

**CHARTER TOWNSHIP OF GARFIELD**

Dated: \_\_\_\_\_

\_\_\_\_\_  
Chuck Korn, Supervisor

