

CHARTER TOWNSHIP OF GARFIELD TOWN BOARD MEETING

Tuesday, March 22, 2016 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 – March 8, 2016 (Recommend Approval)

b. Bills -

General Fund
(Recommend Approval)

\$ 271,762.96

- c. 2015 Annual Planning Report (Receive and File)
- d. Reappointment of Carol Hale to Grand Traverse Commons Joint Planning Commission (Recommend Approval)

4. Items removed from the Consent Calendar

5. Correspondence

6. Reports

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

7. Unfinished Business

- a. Public Hearing – Consideration of Resolution 2016-09-T(a), a resolution to create Oak Terrace Road Special Assessment District and order preparation of Special Assessment Roll

8. New Business

- a. PD 2016-25 - Consideration of Resolution 2016-12-T, a resolution establishing a temporary moratorium on C-P, Planned Shopping Center sign permits
- b. Consideration of a Memorandum of Understanding for the Boardman Lake trail
- c. Consideration of purchase of real estate (Recommend going into closed session)

9. Public Comment

10. Other Business

11. 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 Lanie McManus, Clerk, Ph: (231) 941-1620, or TDD #922-4412.

**CHARTER TOWNSHIP OF GARFIELD
TOWN BOARD MEETING
March 8, 2016**

Chuck Korn called the Town Board Meeting to order on March 8, 2016 at 6:00 p.m. at the Garfield Township Hall, 3848 Veterans Drive, Traverse City, Michigan.

Pledge of Allegiance

Roll call of Board Members

Present: Molly Agostinelli, Denise Schmuckal, Kit Wilson and Chuck Korn

Absent and Excused: Bob Featherstone, Lanie McManus, Jeane Blood Law

Staff Present: Brian VanDenBrand

1. Public Comment (6:01)

None

2. Review and Approval of the Agenda - Conflict of Interest (6:01)

Agostinelli moved and Schmuckal seconded to approve the agenda as presented.

Yeas: Agostinelli, Schmuckal, Wilson, Korn

Nays: None

3. Consent Calendar (6:01)

a. Minutes

February 9, 2016 Meeting (Recommend Approval)

b. Bills

General Fund	\$1,308,124.23
(Recommend Approval)	

c. MTT Report (Receive and File)

d. Consideration of Resolution 2016-09-T, Intent to create a Special Assessment District for road improvements for Oak Terrace Drive. Introduce and schedule a public hearing for March 22, 2016. (Recommend Approval)

e. PD 2016-20 – Utility Extension – Consideration of Resolution 2016-10-T a Resolution to Rescind Consent to Enter into Cost Sharing Agreement (Recommend Approval)

Schmuckal moved and Wilson seconded to adopt the Consent Calendar as presented.

Yeas: Schmuckal, Wilson, Agostinelli, Korn

Nays: None

4. Correspondence (6: 03)

None

5. Reports

a. Sheriff's Report (6:04)

Deputy Chris Halleck reported that in the month of February, there were 1,198 calls for service in Garfield Township making up 42% of all calls in the county. Milder weather may be the reason that the call volume is down. He also reported that the two active shooter sessions were well attended. Good feedback was received on the programs and there will be more programs in the future. Board members asked to have a session at the township hall.

b. County Commissioner's Report (6:09)

County Commissioner Christine Maxbauer reported that Prosecutor Cooney will offer a Board Member Basics program and all are invited to attend and should call County Administration to secure a spot. County Administrator Menzel has appointed Janice Lane as Facilities Director. She added that as of March 7th, there were 147 YMCA memberships and the County Board chose not to take any action on combining the Register of Deed's and County Clerk's positions.

c. Personnel Committee Report (6:11)

Schmuckal said that Zoning Administrator Sara Kopriva has turned in a letter of resignation which needed to be accepted by the board.

Schmuckal moved and Wilson seconded to accept with regret the letter of resignation from Zoning Administrator Sara Kopriva.

Yeas: Schmuckal, Wilson, Agostinelli, Korn

Nays: None

Board members discussed advertising for a new Zoning Administrator and agreed to place an ad in the newspaper as soon as possible. Schmuckal said the Zoning Administrator job description will also be reviewed by the Personnel Committee.

d. Clerk's Report (6:11)

Clerk's report was submitted in writing.

e. Supervisor's Report (6:14)

Korn reported that the BPW has gone back to 2014 and has asked for fees related to water system maintenance that were not collected. The fees are substantial and Korn will ask for documentation and have more information at the next meeting. He added that the Brownfield Authority has accepted the Park Place application and TART is holding an open house to kick off its completion phase of the Boardman River Trail.

7. Unfinished Business**a. Consideration of Resolution 2016-07-T, A Resolution to Amend the Budget (6:17)**

This resolution proposes an amendment to the 2016 budget for the purchase of property located in Stoneridge Court. The property has been deeded back to the township and the township is responsible for the taxes owed at this time in the amount of \$978.21. The money would be taken from Fund Balance and put into Capital Outlay-Land. One piece will make the Buffalo Ridge trail more complete and the other piece may be a buildable lot.

Schmuckal moved to adopt Resolution 2016-07, A Resolution to Amend the Budget. Wilson supported the motion.

Yeas: Schmuckal, Wilson, Agostinelli, Korn

Nays: None

8. New Business**a. Acceptance of a letter of Resignation from Sara Kopriva, Zoning Administrator**

Item considered under item 5c.

b. Consideration of Resolution 2016-06-T a Resolution to Amend the Township's DPW Sewer budget for the current year (6:21)

The budget amendment is needed for the membrane replacement which was not included in the 2016 budget. The total for Garfield Township is \$224,800 of which \$3,600 is included for Blair Township's portion. Blair Township will reimburse Garfield Township and there is money in the sewer fund to cover this cost.

Schmuckal moved and Agostinelli seconded to adopt Resolution 2016-06-T, a Resolution to Amend the Township's DPW Sewer budget for the current year in the total amount of \$224,800 noting that Blair Township's portion of \$3,600 is included in that figure.

Yeas: Schmuckal, Agostinelli, Wilson, Korn

Nays: None

c. Consideration of Resolution 2016-08-T, a Resolution to Amend the Township's DPW Maintenance and Operation budget for the current Year. (6:23)

Korn explained that this amendment was needed for two new unanticipated pumps and DPW is requesting \$100,000.

Agostinelli moved and Wilson seconded to adopt Resolution 2016-08-T, a Resolution to Amend the Township's DPW Maintenance and Operation Budget for the Current Year.

Yeas: Agostinelli, Wilson, Schmuckal, Korn

Nays: None

d. Consideration of Resolution 2016-11-T, a Resolution proclaiming April 2016 as Social Host Awareness Month (6:24)

Board members discussed the inclusion of drugs next year in the resolution. Korn will draft a letter to Kristen Wilson of Up North Prevention.

Schmuckal moved and Wilson seconded to adopt Resolution 2016-11-T, a Resolution proclaiming April 2016 as Social Host Awareness Month.

Yeas: Schmuckal, Wilson, Agostinelli, Korn

Nays: None

e. Consideration of purchase of real estate (Recommend going into closed session) (6:27)

Agostinelli moved and Schmuckal seconded to go into closed session at 6:28pm to discuss a real estate purchase.

Yeas: Agostinelli, Schmuckal, Wilson, Korn

Nays: None

The board reconvened at 6:51pm.

9. Public Comment: (6:27)

None

10. Other Business (6:52)

Wilson asked for a small committee to begin a dialogue on tax assessments in light of the large number of Tax Tribunal cases over the past three years. Agostinelli, Wilson, and Korn agreed to form a committee with Assessor Amy DeHaan.

Agostinelli said that voting should not occur during reports, but rather in business.

11. Adjournment

Schmuckal moved to adjourn at 7:05pm.

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						
03/03/2016	GEN	34666	0053	AFLAC	INSURANCE	197.18
03/03/2016	GEN	34667	0130	ANNE WENDLING	CONTRACTED SVCS	168.50
03/03/2016	GEN	34668	0065	CHERRYLAND ELECTRIC COOP.	ELECTRIC SVCS	2,131.71
03/03/2016	GEN	34669	0065	CHERRYLAND ELECTRIC COOP.	ELECTRIC SVCS	634.18
03/03/2016	GEN	34670	0001	GARFIELD CHARTER TOWNSHIP	HSA	151.15
03/03/2016	GEN	34671	0881	ICLE	PUBLICATION	103.50
03/03/2016	GEN	34672	0050	INTEGRITY BUSINESS SOLUTIONS	SUPPLIES	19.89
03/03/2016	GEN	34673	0176	KCI	ASSESSING MAILING	492.08
03/03/2016	GEN	34674	0434	LAND INFORMATION ACCESS ASSOC	TV	190.00
03/03/2016	GEN	34675	0568	NORTHERN OFFICE EQUIP	SVC CONTRACT	493.22
03/03/2016	GEN	34676	MISC	RONDA ROBINSON	CONTRACTED SVCS	150.50
03/03/2016	GEN	34677	0209	STATE OF MICHIGAN (P)	SITW	2,452.98
03/03/2016	GEN	34678	0915	SUPERFLEET	100 1675 303 GAS	59.54
03/03/2016	GEN	34679	0192	SVEC CONSTRUCTION	SNOW REMOVAL	600.00
03/03/2016	GEN	34680	0202	UNITED WAY	UNITED WAY	80.00
03/03/2016	GEN	34681	0006	VRIAC	DEFERRED COMP	1,911.00
03/03/2016	GEN	34682	0924	WADE TRIM	BUFFALO RIDGE TRAIL	1,067.42
03/08/2016	GEN	34683	0890	JIMMY JOHN'S	ELECTION WORKERS LUNCH	311.40
03/10/2016	GEN	34726	0375	FIFTH THIRD BANK	5473785400027192	1,678.38
03/10/2016	GEN	34727	MISC	GILBERT UITHOL	ELECTION PAYROLL	165.75
03/10/2016	GEN	34728	0916	GRID4 COMMUNICATIONS, INC.	PHONES	2,058.77
03/10/2016	GEN	34729	0472	RUBY CLEANING SERVICE	CLEANING SVCS	1,150.00
03/10/2016	GEN	34730	0472	RUBY CLEANING SERVICE	CLEANING SVCS	200.00
03/14/2016	GEN	34731	0022	ALPERS EXCAVATING	SNOW REMOVAL	630.00
03/14/2016	GEN	34732	0148	AMERICAN WASTE	3394830	245.98
03/14/2016	GEN	34733	0148	AMERICAN WASTE	3394790	79.00
03/14/2016	GEN	34734	0907	CDM MOBILE SHREDDING, LLC	SHREDDING	100.00
03/14/2016	GEN	34735	0064	CITY OF TRAVERSE CITY	170975-98310	652.12
03/14/2016	GEN	34736	0048	CONSUMERS ENERGY	1000 0031 1801	6,006.42
03/14/2016	GEN	34737	0048	CONSUMERS ENERGY	1000 1813 1597	46.30
03/14/2016	GEN	34738	0102	DTE ENERGY	4591 568 0001 1	1,644.72
03/14/2016	GEN	34739	0102	DTE ENERGY	4591 568 0005 2	41.53
03/14/2016	GEN	34740	0001	GARFIELD CHARTER TOWNSHIP	HSA	151.15
03/14/2016	GEN	34741	0082	GRAND TRAVERSE COUNTY	SHERIFF - COUNTY PATROL	235,251.00
03/14/2016	GEN	34742	0100	GRAND TRAVERSE COUNTY DPW	5105021	143.17
03/14/2016	GEN	34743	0100	GRAND TRAVERSE COUNTY DPW	5590511	11.50
03/14/2016	GEN	34744	0920	LANDGREEN LAWN CARE	SNOWBLOW TRAIL	1,905.00
03/14/2016	GEN	34745	0568	NORTHERN OFFICE EQUIP	CONTRACT SVCS	75.00
03/14/2016	GEN	34746	0386	NORTH WOODS BUSINESS FORM	ENVELOPES	162.99
03/14/2016	GEN	34747	0181	OLSON, BZDOK, & HOWARD	5816-11	2,035.11
03/14/2016	GEN	34748	0151	PALLET PAPERS	PAPER	169.72
03/14/2016	GEN	34749	0193	PRINTING SYSTEM	PRIMARY SECRECY ENVELOPES	142.90
03/14/2016	GEN	34750	0079	ROB LARREA	PLANNING CONFERENCE AIRFAIR	661.70
03/14/2016	GEN	34751	0036	SMITH HAUGHY RICE & ROEGGE	113654	1,305.06
03/14/2016	GEN	34752	0036	SMITH HAUGHY RICE & ROEGGE	PROFESSIONAL SVCS	92.50
03/14/2016	GEN	34753	0395	SPECTRUM BUSINESS	8245 12 111 0096395	65.00
03/14/2016	GEN	34754	0045	STAPLES	ENVELOPES, LEGAL PADS	348.89
03/14/2016	GEN	34755	0919	TC OFFICE EXPRESS	INK	311.88
03/14/2016	GEN	34756	0040	TEMPERATURE CONTROL	PLUMBING REPAIR	204.80
03/14/2016	GEN	34757	0067	TRAVERSE CITY RECORD EAGLE	ADVERTISING	591.25
03/14/2016	GEN	34758	0202	UNITED WAY	UNITED WAY	85.00
03/14/2016	GEN	34759	0142	VERIZON	PHONES	225.12
03/14/2016	GEN	34760	0006	VRIAC	DEFERRED COMP	1,911.00

GEN TOTALS:

Total of 53 Checks:
Less 0 Void Checks:

271,762.96
0.00

3. b.

 Charter Township of Garfield Planning Department Report No. 2016-19		
Prepared:	March 7, 2016	Pages: 1 of 9
Meeting:	March 22, 2016 Planning Commission	Attachments: <input type="checkbox"/>
Subject:	2015 Annual Report	

Introduction

This 2015 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 2015 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 the Master Plan, preparing the new Grand Traverse Commons Ordinance, 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 active Natural Resources Trust Fund projects occupies a substantial amount of Staff time.

As current documents and plans are finalized in 2016, attention will be shifted to successor documents and ordinances to help the Township realize the goals of recently adopted documents. These may include sub-area plans, corridor planning, lake protection plans, etc. 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 2016 as the Commission works to finalize its Master Plan review.

New Garfield Township Zoning Ordinance

Following several years of work by the Planning Commission, the new Garfield Township Zoning Ordinance is officially adopted and in effect. The Planning Commission took a proactive approach by gathering input from residents, local businesses, engineers and realtors to ensure everyone's concerns were addressed as they worked their way through the document. This approach led to several uneventful public hearings where those in attendance thanked the Planning Commission for their outreach and vision moving forward.

Master Plan

A community survey was drafted and mailed to a random sampling of Garfield Township residents to solicit public opinion on how we are growing and where we are heading. The information received will assist our Planning Commission in creating and supporting current and future Master Plan goals and objectives. In addition to public opinion it is very important to collaborate with community leaders, emergency services, schools and other public service entities to understand how their future plans coincide with ours.

Staff has an ongoing discussion with community stakeholders such as TCAPS, BATA, Cherry Capital Airport, GT Metro Fire, and the Sheriff's Office to understand each agency's current and future infrastructure needs and how each need relates to our community now and into the future. In addition to the Master Plan survey, the Planning Commission discussed the current Future Land Use Map and made adjustments to encourage infill of dilapidated or underutilized properties rather than encouraging the outward growth of our community. Corridor Planning was a big topic of discussion this year as was residential growth and density.

Development Reviews

The Planning Commission reviewed and approved numerous projects in 2015, which included Site Plan Reviews, Planned Unit Developments, Special Use Permits and zoning text and map amendments. A brief description of those reviews follows.

SUP – 2014-01 Culver Meadows Assisted Living Apartments (Denied 2015)

An 88 unit senior apartment building was proposed on Silver Lake Road in the R-1B single family residential district. From the onset, the Planning Commission expressed concern regarding the incompatibility between the large apartment building and surrounding single family homes. Although the applicant modified the two-story building to lower the density, it was clear that the applicant could not meet the compatibility requirements of the Zoning Ordinance and still accomplish what he desired to build in that district. Following several attempts to work through the issues, the Planning Commission denied the applicant's request for a senior apartment building in that location. Following the denial of the project, the applicant appealed the Planning Commission's decision to Circuit Court and requested that the decision be overturned. The Courts, upon reviewing the procedure, facts and decision, concurred with the Planning Commission's decision to deny the request. This project has since been appealed to the Michigan Court of Appeals.

SUP 1991-10 (K) – Crown PUD – (denied 2015)

The applicants request was to amend an approved sign package to allow an LED changeable letter sign within the Crown PUD and along the unlit Silver Lake Roadway. 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. In addition, the area is absent street lighting raising safety concerns due to sign illumination and distraction. The Crown PUD already benefits from an increased number of signs and an increase in sign size over most PUDs. The request was denied by the Planning Commission for the second time in 5 years. The Applicant disagreed with the Planning Commission's decision and appealed to Circuit Court. The Circuit Court, upon review of the procedure, facts and decision, concurred with the Planning Commission and denied the applicants appeal.

SUP 2015-01 - The Ridges at 45 – LaFranier Road – (approved)

The applicant was approved for a 232 unit Multi-Family Residential project along LaFranier Road. The market rate project incorporates a mix of 1, 2 and 3 bedroom units to serve future Garfield Township residents. The applicant worked amicably with the Township and GTCRC to incorporate a bike path along the property and add a center turn lane to LaFranier Road to address both non-motorized and vehicular safety. The applicant will begin construction in the spring of 2016.

PUD 2014-02-A TC Center Partners - (approved)

Following construction of the new 14 screen theatre complex, which includes an IMAX Theater an application to the Planning Commission was submitted for sign approval as all PUD's are required to have signage reviewed to ensure compatibility with adjacent properties.

PUD 2009-01 Brookside Commons – (approved)

During construction of the Brookside Commons project, located at the corner of Zimmerman and N. Long Lake Roads, the WODA Group requested a reduction in hard surface parking, modification to a rain garden location, trail surface upgrade to concrete and to rectify a parcel boundary line issue, which was inadvertently left off the approved plans. All modifications were approved.

Zoning Ordinance Text & Map Amendments**Amendment #312 – LaFranier Road – (approved)**

The application was unanimously approved by the Township Board following a unanimous recommendation by the Planning Commission. The request involved the rezoning of approximately 30-

acres of land from the A-1 Agricultural District to the R1-M Multi-Family Residential District. Subsequently, this land was the subject of the Ridges at 45 apartment development.

Amendment # 313 – 3100 Keystone Road – (approved)

The applicant made a request to conditionally rezone property from Commercial to Industrial General in an effort to accommodate a juice modification business. The application was approved unanimously due to compliance with the Master Plan. The business, which takes fruit juice, modifies it to extract the sugars and create low calorie drinks, has since moved in and is in full operation.

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:

- **Traverse Medical Properties LLC** – This project located within the Lone Tree Planned Unit Development came before the Planning Commission on numerous occasions with different scenarios of development. Following a positive review by the Planning Commission the property was purchased and a medical office (Crystal Lake Medical) is anticipated to break ground in 2016.
- **North Country Drive Apartments** – The request for property located between US31 and Hartmann Road did not meet the standards of the zoning district in which it was located, however, the application prompted discussion regarding additional housing needs and opportunities. Since that time, the Planning Commission has made a recommendation to allow apartments within commercial zoning districts. It is currently up for public hearing at the Township Board level.

Approved Project - Progress Update

PUD – 2014 -02 - Buffalo Ridge Center (approved 2015)

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 has redeveloped into a 14-screen theatre complex including an IMAX movie theater, and additionally they are working on the second phase of the project, which involves the redevelopment of the old theater to a new organic food market called Lucky's. This project is a good example of how a PUD's flexibility can assist in the redevelopment of a dilapidated commercial property in a prime location rather than development of a greenfield site outside of the urban core. Lucky's is anticipating a remodel of the structure in spring of 2016.

SUP – 2014-03 - Grand Traverse Timbers (approved 2015)

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. This project is currently in operation and is doing well establishing itself in the timber frame market.

SUP 2003-06(D) – Premier Manor (approved 2015)

This request was 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 had requested to replace the approved 72 unit structure with an alternate, larger structure. This application was recommended for approval by the Planning Commission and approved by the Township Board in early 2015. Construction has yet to commence on the project but is anticipated to break ground in 2016.

SUP 2002 – 06 (C) - Kensington Park (approved 2013)

A request for a major amendment to the Kensington Park Planned Unit Residential Development (behind Arby's) west of the Cherryland Mall was approved with conditions. The project will incorporate five (5), two-story, multi-family buildings, constituting a total of 36 dwelling units. The project is intended to provide permanent supportive housing for residents of the community who may otherwise be at risk of homelessness. Following various funding delays this project is currently being constructed.

SUP 2009 – 01 - Brookside Commons (approved 2009 extended until 2014)

Approved in 2009 and following numerous extensions the Brookside Commons mixed use PUD, located at N. Long Lake Road and Zimmerman Roads, which consists of 3 commercial lots and nine, 8-unit residential structures totaling 72 units is near completion and currently being occupied. As with all Planned Unit Developments the developer was required to provide a community benefit to compensate for additional densities and uses not otherwise permitted in the district. In this particular project the owner was required to build a Zimmerman Road extension to the north and rebuild the intersection at N. Long Lake Road and Zimmerman Roads as their public benefit.

Parks & Recreation

Buffalo Ridge Trail - After years of anticipation, the Township secured all necessary easements and approvals to build Phase II of the Buffalo Ridge Trail. After an unsatisfactory bid result for summer of 2015 construction, this project was rebid and will be under construction in 2016. Many thanks are due to partners such as the Grand Traverse Bay YMCA, Oleson Foundation, Great Wolf Lodge, TART, and the Grand Traverse Regional Land Conservancy in making this trail a success.

Boardman Lake Trail - The Township worked with the City of Traverse City, Grand Traverse County, and TART to secure a Coastal Zone Management Grant to plan and design the final leg of this trail, which will start at 14th Street and extend south along the western shore to Logan's Landing. When finished, this project will complete the loop around the Boardman Lake Trail and provide enhanced access to the trails farther south along the Boardman River. Planning began in 2015 and will continue into 2016, culminating in approved design plans and cost projections. The date of construction is unknown at this time.

Grand Traverse Commons - following an earlier forest management plan, a hazardous tree assessment was completed to identify fall hazards to trail users. A tree service was contracted to remove nearly 500 of these trees, and this work was completed in early 2016.

There is also a lot of momentum to begin a comprehensive park planning process for the Grand Traverse Commons. We envision a multi-use, regional attraction featuring sustainable hiking and biking trails, including greatly improved wayfinding. With the groundwork and budgeting set for this process in 2015, it will get underway in 2016.

Also, with the help of the Grand Traverse Regional Land Conservancy, the Township submitted a public use deed to the Michigan DNR to acquire a parcel commonly known as the "State 40." This property abuts the west line of the Township's 140 acre Grand Traverse Commons Natural Area. Though not known by many members of the public, it is an intrinsic part of the Commons park and trail network. The future public use of this property became imperiled when the DNR placed it on a real-estate "dispose of" list. We have yet to hear back from the DNR but are cautiously optimistic that the application will be approved.

Silver Lake Recreation Area –The Park is located at 1785 N. East Silver Lake Road between Silver Pines and W. Silver Lake Roads. The irrigation system which was installed in 2014 was dialed in, and two years of grass development has led to beautiful turf for the most part. We anticipate being able to allow field play on the multi-purpose athletic field for the first time in 2016.

Additionally, a contractor was hired to install a small network of sidewalks connecting the parking areas with existing pathways, the restroom, picnic pavilions, and dog park. These improvements were meant to enhance access to and enjoyment of the park for all users and ability levels, and are already greatly appreciated.

The dog park which was installed in 2014 continues to be a great success, and we are in discussions to install a professionally designed disc golf course at the park in 2016.

Boardman Valley Nature Preserve (BVNP)- This property is located along the Boardman River south of S. Airport Road. The Township closed on two grant-assisted property additions to this park, including the peninsula of land behind Verizon Wireless on S. Airport Road, and a parcel on Keystone Road which will provide access to the land already owned on the east riverbank. The Township also hired a consultant to prepare a conceptual park plan for the new Keystone property. In addition to simply being a parking area and trailhead, this parcel has the potential to be developed into a gem of a recreation area to serve residents on the eastern side of the Township.

Additionally, a new Trust Fund grant request for improvements to the BVNP in the vicinity of the "Boardman Y" scored 4th highest out of all development applications in the state. This grant is a development project at the BVNP to enhance public access to and enjoyment of the Boardman River and to provide a trailhead for the Boardman River Trail. The trailhead will serve both as a water trailhead and a non-motorized trailhead. All improvements will be universally accessible and include parking, paths, floating kayak dock/launch, picnic pavilion, changing building and modern vault restroom, interpretive signs and trail maps and renovation of the existing pickleball courts.

Miller Creek Nature Preserve - the Township hired a consultant to prepare a conceptual design for a new trailhead and attention-grabbing features for land owned near the Aldi store on South Airport Road. We believe that public awareness and enjoyment of this beautiful 90-acre park is still lacking, so the new trailhead is intended to draw people in and alert them of this park that is located right behind the Grand Traverse Crossings Mall. The conceptual plan included some really interesting ideas that we can begin to implement in 2016, including landscape buffering to shield from South Airport Road traffic noise, a pergola/seating area intended to draw the eye, additional trail/boardwalk improvements to allow for quick jaunts through beautiful wetlands, and better access to a small fishing pond.

Additionally, some trail rerouting was completed to move the trail farther away from the backyards of some of the Emerald Ridge condominiums.

Hickory Hills / Hickory Meadows - Staff continued to meet with stakeholder groups involved in planning and management for these two parks, which are owned by Traverse City (HH) and the Joint Recreational Authority (HM) but are located in Garfield Township at the west end of Randolph Street.

Perhaps most notably, a comprehensive redevelopment plan for Hickory Hills was prepared to guide this community's ski hill into the 21st century. The redevelopment plan calls for a new lodge, revised layout, and multi-use trails to make this a 4-season destination. The stakeholder group is actively seeking funding to implement this plan.

As a part of the Hickory Hills plan, efforts were also made to coordinate trail planning and routing between the two parks, as well as establishing easements to build a connector trail south to the Grand Traverse Commons. Taken in sum, the three parks may be able to eventually offer a truly remarkable trail system near the core of the Traverse City urban area.

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. Those interested in learning more about ongoing efforts are encouraged to visit the Planning Department, where we have a number of maps and documents to explore.

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 and a mutually appointed member of the public. Two of Garfield Township's longest serving Planning Commission members John Racine and Terry Clark serve as Township Representatives on the Commission and staff representatives from both municipalities assist commissioners. 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 following a public hearing on the Ordinance.

Infrastructure Update (NW Corner)

Water storage has been limited in the northwest portion of the township due to changes at the MDEQ level and high growth rate in that area. The township has worked diligently to rectify the water storage issue so that growth can continue without concern. These efforts included coordinating utility projects with the GTCRC road improvements along Cedar Run, Harris and Zimmerman Roads to lower water and sewer installation costs.

The townships ability to secure a high elevation parcel presented another cost saving opportunity as we were able to utilize a ground level tank rather than the more expensive elevated tank alternative. Construction on the tank and final utility installation is anticipated to begin summer of 2016.

Vacation Home Rentals (Sections 30 & 31)

A Vacation Home Rental (VHR) survey was drafted and mailed to all residents and property owners surrounding Silver Lake, having access to Silver Lake or who reside in Sections 30 and 31. The survey's intent was to garner opinion from the residents on VHR's and to inform them of a small group of landlords who had requested that the Board allow VHR's as a permitted use in the R-1 Single-family Residential district. Following several public meetings at both the Planning Commission and Township Board meetings, research into other communities and ordinances, evaluating the survey results, zoning ordinance and master plan, the change to allow a commercial type use in our residential district was not supported. The original cottage resorts that were in place prior to the zoning ordinance adoption will be able to continue as they have for decades rented to people on a short term basis.

At the request of members from the Silver Lake Association, staff is in the process of researching septic inspection ordinances from communities in Grand Traverse County. These ordinances require the home owner to have their septic system inspected prior to the sale of a property and a report on the systems condition at the time of closing. These types of ordinances are becoming more popular as lakefront residents are looking to protect their investment by protecting the water.

Garfield Township Planning Recognition**2015 Roger Williams Planner Award**

Garfield Township's Deputy Planner, Brian VanDenBrand, was the recipient of the 2015 Roger Williams Planner Award for his vision and achievements in park planning and non-motorized trails. Brian successfully collaborated with surrounding municipalities, TART and other entities to expand, connect, and implement non-motorized trails in and around our community. In addition to his trail planning efforts he has obtained over \$2,500,000.00 in grants for the expansion and improvements to our non-motorized trail and park system. Brian's efforts have increased our parks system by more than 120 acres of land since 2012, the majority of which is located along the Boardman River and Miller Creek and preserved for current and future anglers, kayakers and hikers to enjoy.

TART Trail

Garfield Township was named this year's TART Trails' Community Partner for our efforts in planning, developing, and maintaining non-motorized trails, including the Historic Barns Trail (grant funded and constructed in 2013), Buffalo Ridge Trail (grant funded and to be constructed in 2016), and the Boardman Lake and Boardman River Trail (recent recipient of Coastal Zone Management for planning and Trust


Fund dollars for trailhead development). Each of these trails are part of a growing network of regional trails, and intended to provide recreation and alternate transportation opportunities to our residents, visitors, and workers.

eCities Recognition

Each year, the University of Michigan-Dearborn completes a survey of local governmental units across the State of Michigan. The purpose of the survey is to track economic development efforts and allow municipal governments to evaluate their performance relative to other communities. Communities that achieve high overall rankings, comprising the top 10% of Michigan communities for business are awarded status as a (1-5) Star Community. As a result of our zoning ordinance standards, flexibility in land use and economic incentives to attract and retain businesses in our community, Garfield Township was recognized as a 2015 4-Star Community.

Conclusion

2016 should be a very busy and exciting year as we anticipate adoption of the new Garfield Township Master Plan and Grand Traverse Commons Form Based Zoning Ordinance. 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.

 Charter Township of Garfield Planning Department Report No. 2016- 24		
Prepared:	March 15, 2016	Pages: Page 1 of 1
Meeting:	March 22, 2016	Attachments: <input type="checkbox"/>
Subject:	Reappointment of Carol Hale to Joint Planning Commission	

PURPOSE:

This report is intended to advise the Garfield Township Board of current appointment status to the Joint Planning Commission and request appointments in accordance with the terms of the agreement between the City of Traverse City and Garfield Township.

BACKGROUND:

In accordance with adopted procedures both the City and Township appoint two active members of their respective Planning Commissions and both jointly appoint a member to serve as the 5th Commissioner to the Joint Planning Commission.

Mrs. Carol Hale is currently the jointly appointed member to the Joint Planning Commission, which holds authority over the Grand Traverse Commons redevelopment district. Mrs. Hale's appointment will expire on approximately May 14, 2019. Mrs. Hale has long served as a valued member of the Joint Planning Commission and has expressed interest to serve another 3 year term.

Staff supports and recommends the reappointment of Mrs. Hale to a new 3-year term and would ask the Garfield Township Board to concur with the Planning Departments recommendation.

ACTION REQUESTED:

Motion

THAT the Garfield Township Board reappoint Carol Hale to the City of Traverse City and Garfield Township Joint Planning Commission for a 3 year term expiring in 2019.

The City of Traverse City

Office of the City Clerk

GOVERNMENTAL CENTER
400 Boardman Avenue
Traverse City, MI 49684
(231) 922-4480
tcclerk@traversecitymi.gov



March 10, 2016

Ms. Carol Hale
240 Washington Street, Apt. 12
Traverse City, MI 49684

Dear Ms. Hale:

Subject: Reappointment - Grand Traverse Commons Joint Planning Commission

Congratulations on your reappointment! As you may be aware, the City Commission reappointed you to a full three-year term ending May 14, 2019, on the Grand Traverse Commons Joint Planning Commission, **subject to the Charter Township of Garfield Board of Trustees.**

It is great to see citizens like you who are willing to serve - - it is because of individuals like you who make this community such a wonderful place to live, play and work. I am sure that I can speak accurately on behalf of the citizens of Traverse City when I express appreciation for your generosity with your time, experience and knowledge.

I am enclosing an updated excerpt of the City's Boards and Commissions Book showing the current City representation on the Commission.

Again, thank you for your willingness to serve in a capacity that contributes to the betterment of our community.

Sincerely,

Benjamin Marchette, MMC
City Clerk

Enclosure

copy: Russ Soyring, City Planning Director
Rob Larrea, Garfield Township Director of Planning
CC Packet: 3/10/16

*Thank you for
all you do,
Carol -
[Signature]*

2016 YTD State Share Revenue Plus EVIP mic Vitality Incentive Program (EVIP)

State of Michigan Revenue Sharing - Constitutional & (EVIP)																		
Period For	2008	2009	2010	2011	2012	2013	2014	EVIP	2014 Total	Period For	2015	EVIP	Total	Period For	2016	EVIP	Total	Difference From 2014 to 2015
Sept-Oct PD Jan	\$ 172,216.00	\$ 167,242.00	\$ 142,433.00	\$ 143,672.00	Sept-Oct PD 12/12	\$ -	\$ -	\$ -	\$ -	Nov-Dec PD 3/15	\$ -	\$ -	\$ -	Nov-Dec PD 3/16	\$ -	\$ -	\$ -	\$ -
Nov-Dec PD Mar	\$ 159,910.00	\$ 174,532.00	\$ 158,076.00	\$ 165,644.00	Nov-Dec PD 3/12	\$ 204,759.00	\$ 203,556.00	\$ -	\$ 203,556.00	Nov-Dec PD 3/15	\$ 211,681.00	\$ 7,170.00	\$ 218,851.00	Jan-Feb PD 5/16	\$ 205,411.00	\$ 7,170.00	\$ 212,581.00	\$ (6,270.00)
Jan-Feb PD May	\$ 166,213.00	\$ 164,253.00	\$ 130,412.00	\$ 141,911.00	Jan-Feb PD 5/12	\$ 182,292.00	\$ 175,885.00	\$ -	\$ 175,885.00	Jan-Feb PD 5/15	\$ 186,832.00	\$ 7,170.00	\$ 194,002.00	Jan-Feb PD 5/16				
Mar-April PD July	\$ 148,698.00	\$ 125,847.00	\$ 149,886.00	\$ 178,862.00	Mar-April PD 7/12	\$ 191,858.00	\$ 201,963.00	\$ -	\$ 201,963.00	Mar-April PD 7/15	\$ 191,761.00	\$ 7,170.00	\$ 198,931.00	Mar-April PD 7/16				
ADJ paid July (Census)																		
May-June PD Sept	\$ 149,597.00	\$ 147,024.00	\$ 151,073.00	\$ 199,506.00	May-June PD 9/12	\$ 207,511.00	\$ 208,792.00	\$ -	\$ 208,792.00	May-June PD 9/15	\$ 204,632.00	\$ 7,123.00	\$ 211,755.00	May-June PD 9/16				
July-Aug PD Dec	\$ 164,967.00	\$ 128,010.00	\$ 157,120.00	\$ 202,485.00	July-Aug PD 11/12	\$ 215,927.00	\$ 220,394.00	\$ 7,170.00	\$ 227,564.00	July-Aug PD 11/15	\$ 215,919.00	\$ 7,170.00	\$ 223,089.00	July-Aug PD 11/16				
Sept-Oct PD Dec	\$ -	\$ -	\$ -	\$ -	Sept-Oct PD 12/12	\$ 213,321.00	\$ 223,297.00	\$ 7,170.00	\$ 230,467.00	Sept-Oct PD 12/15	\$ 216,923.00	\$ 7,170.00	\$ 224,093.00	Sept-Oct PD 12/16				
TOTAL	\$ 961,603.00	\$ 905,936.00	\$ 889,000.00	\$ 1,142,076.00	TOTAL	\$ 1,209,668.00	\$ 1,233,887.00	\$ 14,340.00	\$ 1,248,227.00	TOTAL	\$ 1,227,748.00	\$ 42,973.00	\$ 1,270,721.00	TOTAL	\$ 205,411.00	\$ 7,170.00	\$ 212,581.00	\$ (6,270.00)

Township Budgeted for 2016	\$1,200,000.00
YTD Received From State	\$ 212,581.00
DIFFERENCE	\$ (987,419.00)

State Projected for 2016 (Constitutional \$1,240,928.00 and EVIP \$43,023.00 Total \$1,283,951.00)	\$ 1,283,951.00
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**CHARTER TOWNSHIP OF GARFIELD
GRAND TRAVERSE COUNTY, MICHIGAN**

RESOLUTION #2016-09-T(a)

**RESOLUTION TO CREATE OAK TERRACE ROADS
SPECIAL ASSESSMENT DISTRICT AND
ORDER PREPARATION OF SPECIAL ASSESSMENT ROLL**

WHEREAS, the Township Board of the Charter Township of Garfield of its own volition desires to create the proposed special assessment district described hereinafter, and accordingly, determined to proceed under the provisions of PA 188 of 1954, as amended, to secure plans and estimates of costs together with a proposed special assessment district for assessing the costs an approved method of improving the roads and to schedule a public hearing upon the same for this date, and

WHEREAS, the plans, estimates of cost and proposed special assessment district were filed with the township clerk for public examination and notice of the within hearing upon the same was published and mailed in accordance with the law and statute provided as shown by affidavits pertaining thereto on file with the township clerk, and

WHEREAS, in accordance with the aforesaid notices, a hearing was scheduled this 22nd day of March, 2016, commencing at 6:00 p.m., and all persons given the opportunity to be heard in the matter, and

WHEREAS, as a result of the foregoing, the township board believes the project to be in the best interests of the township and of the district proposed to be established therefore;

NOW, THEREFORE, BE IT HEREBY RESOLVED as follows:

1. That this Township Board does hereby determine that creation of the Oak Terrace Roads Special Assessment District is necessary for the health and welfare of those living along Oak Terrace Drive.
2. That this Township Board does hereby approve the plans for road improvement as prepared and presented by the Grand Traverse County Road Commission's registered engineer and his/her estimate of costs for the completion thereof, plus the Township's cost of administration, of \$251,455.70.
3. That this Township Board does hereby create, determine and define a special assessment district to be known as Oak Terrace Roads Special Assessment District within which the costs of such improvements shall be assessed according to benefits, the following described area within said township:

Part of Section 14, Town 27 North, Range 11 West, Grand Traverse County, Michigan, to wit: Commencing at the Southeast corner of the Southeast quarter of the Southeast quarter said Section 14, thence North along the centerline of Garfield Road, 330 feet; thence North 89 degrees 12 minutes West 602.82 feet; thence North 1 degree 56 minutes East, 330.28 feet; thence North 89 degrees 59 minutes West, 1458.66 feet; thence South 0 degrees 23 minutes East 329.05 feet; thence South 89 degrees 57 minutes East, 55 feet; thence South 0 degrees 23 minutes East, 330 feet; thence South

89 degrees 43 minutes East, along South line said section, 1990.89 feet to the point of beginning.

4. That the Grand Traverse County Road Commission has committed to paying a budgeted amount toward the cost of the construction and engineering (\$62,000.00), and the Township Board, in an effort to encourage this type of citizen involvement, has committed to paying for one-quarter of the total cost (\$62,863.79) of the improvement. Therefore, the estimated cost to the property owners will be \$126,591.38 – or \$4,031.57 each.
5. That on the basis of the foregoing, this Township Board does hereby direct the supervisor and assessing officer to make a special assessment roll in which shall be entered and described all the parcels of land to be assessed with the names of the respective owners thereof if known, and a total amount to be assessed against each parcel of land which amount shall be the relative portion of the whole sum to be levied against the parcels of land in the special assessment district as the benefit to the parcel of land bears to the total benefit to all the parcels of land in the special assessment district. When the same has been completed, the supervisor or assessing officer shall affix thereto his/her certificate a statement that it was made pursuant to this resolution and that in making such assessment roll, he/she has, according to his/her best judgment, conformed in all respects to the directions contained in this resolution and the applicable state statutes.
6. That all resolutions and parts of resolutions insofar as they conflict with the provision of the within resolutions be and the same are hereby rescinded.

Moved:

Supported:

Ayes:

Nays:

Absent and Excused:

RESOLUTION 2016-09-T(a) DECLARED ADOPTED.

By:

Lanie McManus, Clerk
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 a Resolution which was adopted by the Township Board of the Charter Township of Garfield on the 22nd day of March, 2016.

Dated: _____

Lanie McManus, Clerk

NOTICE OF OAK TERRACE ROADS SPECIAL ASSESSMENT DISTRICT HEARING

Charter Township of Garfield
Grand Traverse County, Michigan

TO: THE RESIDENTS AND PROPERTY OWNERS OF THE CHARTER TOWNSHIP OF GARFIELD, GRAND TRAVERSE COUNTY, MICHIGAN, AND ANY OTHER INTERESTED PERSONS:

PLEASE TAKE NOTICE that the township board of the Charter Township of Garfield proposes create a district hereinafter described as the Oak Terrace Roads special assessment district, to improve the road and to create a special assessment for the recovery of the costs thereof by special assessment against the properties benefited therein.

PLEASE TAKE FURTHER NOTICE that the district within which the foregoing improvements are proposed to be constructed and within which the cost there of is proposed to be assessed is more particularly described as follows:

Part of Section 14, Town 27 North, Range 11 West, Grand Traverse County, Michigan, to wit: Commencing at the Southeast corner of the Southeast quarter of the Southeast quarter said Section 14, thence North along the centerline of Garfield Road, 330 feet; thence North 89 degrees 12 minutes West 602.82 feet; thence North 1 degree 56 minutes East, 330.28 feet; thence North 89 degrees 59 minutes West, 1458.66 feet; thence South 0 degrees 23 minutes East 329.05 feet; thence South 89 degrees 57 minutes East, 55 feet; thence South 0 degrees 23 minutes East, 330 feet; thence South 89 degrees 43 minutes East, along South line said section, 1990.89 feet to the point of beginning.

PLEASE TAKE FURTHER NOTICE that the township board has received an Opinion of Probable Construction Cost from the Grand Traverse County Road Commission showing the improvements and an estimate of the costs of such construction in the approximate amount of \$251,455.17, has placed them on file with the township clerk, and has passed a resolution tentatively declaring its intention to make the improvement and to create the special assessment district.

PLEASE TAKE FURTHER NOTICE that said plans, estimates of cost and proposed special assessment district may be examined at the office of the township clerk from the date of this notice through the date of the public hearing and may be examined at such public hearing.

PLEASE TAKE FURTHER NOTICE that a public hearing on the petitions, plans, district and estimate of costs will be held during the regular meeting at the Charter Township of Garfield Hall, in the large, upstairs meeting room, at 3848 Veterans Drive, Traverse City, Michigan 49684, commencing at 6:00 p.m. on *March 22, 2016*.

At the hearing, the board will consider any written objections to any of the foregoing matters filed with the board at or before the hearing as well as any revisions, corrections, amendments or changes to the plans, estimates and costs or special assessment district.

All persons are invited to be present at the hearing and to submit any comments they may have.

Lanie McManus, Clerk
Garfield Charter Township
3848 Veterans Drive
Traverse City, MI 49684

Garfield Township 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 Garfield Township. Individuals with disabilities requiring auxiliary aids or services should contact Garfield Township by writing or calling Lanie McManus, Clerk, Ph: (231) 941-1620, or TDD #922-4412.



*"Our mission is to upgrade and maintain
a safe and efficient road system"*

DATE: October 26, 2015

TO: Chuck Korn
Township Supervisor
3848 Veterans Drive
Traverse City, MI 49684

RE: Oak Terrace Drive
Garfield Township
Opinion of Probable Construction Cost

Dear Mr. Korn:

Due to our staff being busy with finishing up 2015 construction projects we asked our consultant (KPM) to provide a summary of services with a construction cost estimate for Oak Terrace Drive. Please find attached their proposal for your use.

As defined in their proposal they outline two options based on the scope of work. It appears that the approved scope could be somewhere between the options or more closer to option 1 depending if concrete sidewalks are warranted. Note that these options do not include design or construction oversight fees. Design fees are outlined within KPM's proposal under the fee section. The total cost would be estimated as follows:

Option 1 – Construction Cost (\$383,000.00) + Design fees (\$27,000.00) + Construction oversight (\$20,000.00)

Option 1 = \$430,000.00 +/-

Option 2 - Construction Cost (\$206,000.00) + Design fees (\$22,000.00) + Construction oversight (\$20,000.00)

Option 2 = \$248,000.00 +/-

Please note the attached estimates are subject to the following conditions:

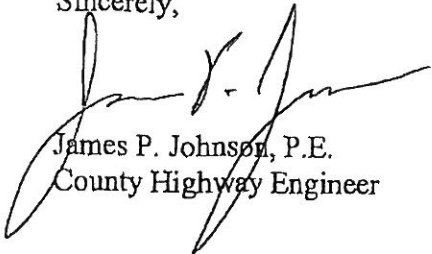
- The attached cost estimates are based on preliminary information. The actual site conditions may result in variation of the unit prices or items.
- Actual construction bids may vary significantly from the attached estimates (opinion of probable construction cost) due to timing of construction, changed conditions, labor rate changes, or other factors beyond the control of the Grand Traverse County Road Commission.
- It is assumed that soils below the existing roadway surface are adequate.
- It is assumed all utilities (gas, phone, cable and electric) would be relocated as needed at no cost to this

project.

- It is assumed that no upgrades to water or sewer would be required, including but not limited to depth requirements.

We appreciate the continued communication with the Township and look forward to working with you in the future. If you have any questions or concerns please contact me anytime.

Sincerely,

A handwritten signature in black ink, appearing to read 'James P. Johnson', written over the typed name and title.

James P. Johnson, P.E.
County Highway Engineer

Projected Costs for a Special Assessment for Oak Terrace

Current Costs Description for setting up a Road Special Assessment					
Collection-Legal Costs- <u>Assessing Department Time</u> (Setting up a Special Assessment) - \$60/hr	Per year	Unit Cost	One Time Costs	5	7
Create legal description of district (30 mins)			\$ 600.00	\$600.00	\$600.00
Write 4 Resolutions (2 hours, 4 @ 30 mins ea)					
Write 2 Public Hearing Notices (1 hour, 2 @ 30 mins ea)					
Attend 2 Public Hearings (4 hours, 2 @ 2 hours ea)					
Create assessment Roll (1 hour)					
Maintenance (1.5 hours over life of asmt)					
Printing Notices- <u>Clerk Time</u> (Hearings - newspaper - Sending Letters to Taxpayers - Envelopes, paper, printing and Postage)				\$723.64	\$723.64
Public Hearings publication (2 hearings, 2 publications each x \$136)			\$ 544.00		
Paper, printing - 2 notices to taxpayer (2 x 53 x \$0.25 ea.)			\$ 26.50		
Envelopes & Mailing labels (2 x 53 x \$0.20 ea)			\$ 21.20		
Postage (2 x 53 x \$0.49 ea)			\$ 51.94		
Time to publish, print, stuff & mail (1 hour x 2 x \$40/hr)			\$ 80.00		
Yearly Certification of Roll - <u>Treasurer-Assessing - Supervisor-Clerk</u>		\$50.00		\$250.00	\$350.00
Yearly Tax Collection Costs - <u>Treasurer</u>					
Yearly Data Collection and Storage, Record Keeping, Filing		\$100.00		\$500.00	\$700.00
Yearly Process Tax Data File - Staff Time setting up on BSA - Transferring Delinquent Tax Roll		\$100.00		\$500.00	\$700.00
Tax Notice Paper & Printing (Amount twp charges for copies)	31	\$0.25		\$38.75	\$54.25
Insert, Sort and Mail (15 min. @ \$25/hr divided by 31 units)	31	\$0.20		\$31.00	\$43.40
Envelopes - Notices (Based on 1 box of 100 env @ \$6.00)	31	\$0.06		\$9.30	\$13.02
Postage	31	\$0.49		\$75.95	\$106.33
TOTAL <u>Treasurer Cost</u>				\$1,155.00	\$1,617.00
Sub-Total				\$2,728.64	\$3,290.64
					\$4,133.64

(Contingency)	x .05%	\$136.43	\$164.53	\$206.68
TOTAL		\$2,865.07	\$3,455.17	\$4,340.32

**Cost Allocation Estimates for
Oak Terrace - Proposed Special Assessment (CRUSH & SHAPE ONLY)**

Parcel #	Owner	Per Unit Allocation			# of Units
		Class	10% of Units	Cost ea. \$ 3,955.98	
05-014-073-00	ASPEN HILLS	Com'l	7	\$ 27,691.86	70
05-014-087-00	AESCHLIMAN FLORENCE P TRUST		1	\$ 3,955.98	1
05-014-088-00	KING BRENDA		1	\$ 3,955.98	1
05-014-089-00	STALBAUM JOHN H		1	\$ 3,955.98	1
05-014-090-00	LONGCOR CHRISTOPHER A		1	\$ 3,955.98	1
05-014-091-00	MILLER JACKIE H & ANNIE F		1	\$ 3,955.98	1
05-014-092-00	PARKER TERRI & KING BRENDA		1	\$ 3,955.98	1
05-014-093-00	BECKER KIM	Com'l	1	\$ 3,955.98	6
05-014-094-10	OAK TERRACE APARTMENTS	Com'l	5	\$ 19,779.90	48
05-014-095-00	HARRIS FREDERICK & CAROLYN A		1	\$ 3,955.98	1
05-014-096-00	FRITZ DONALD & SUSAN		1	\$ 3,955.98	1
05-014-097-00	LYNCH ALBERTA M TR	Com'l	1	\$ 3,955.98	4
05-014-098-00	KING BRENDA		1	\$ 3,955.98	1
05-014-099-00	MCPHERSON STEVEN M & KERRY L		1	\$ 3,955.98	1
05-014-100-00	MARTINDALE JARED A ESTATE		1	\$ 3,955.98	2
05-014-101-00	CHIMNER JONATHAN C		1	\$ 3,955.98	1
05-014-102-00	WEATHERS CARL D		1	\$ 3,955.98	1
05-014-103-00	COBALT LLC		1	\$ 3,955.98	1
05-014-104-00	CLOUS KEITH		1	\$ 3,955.98	1
05-014-105-00	LAKE HOWARD L & HELEN L		1	\$ 3,955.98	1
05-014-106-00	RINCON LLC		1	\$ 3,955.98	1
05-014-107-00	TIERRA FOUR PROPERTIES LLC		1	\$ 3,955.98	1
22 Parcels in District			32	\$ 126,591.38	147
				Cost per alloc:	
				\$ 3,955.98	

\$ 251,455.17 TOTAL Est. Cost of Improving Road
 \$ (62,863.79) - 25% Pd by Garfield
 \$ (62,000.00) - 25% Pd by GTC Rd Commission
\$ 126,591.38 TOTAL EST COST TO PROPERTY OWNERS

**Cost Allocation Estimates for
Oak Terrace - Proposed Special Assessment (RECONSTRUCTION with Curb&Gutter,
storm sewer & sidewalks)**

Parcel #	Owner	Per Unit Allocation		Per Living # of Units
		Class	10% Cost ea. Unit of Units \$ 6,799.73	
05-014-073-00	ASPEN HILLS	Com'l	7 \$ 47,598.11	70
05-014-087-00	AESCHLIMAN FLORENCE P TRUST		1 \$ 6,799.73	1
05-014-088-00	KING BRENDA		1 \$ 6,799.73	1
05-014-089-00	STALBAUM JOHN H		1 \$ 6,799.73	1
05-014-090-00	LONGCOR CHRISTOPHER A		1 \$ 6,799.73	1
05-014-091-00	MILLER JACKIE H & ANNIE F		1 \$ 6,799.73	1
05-014-092-00	PARKER TERRI & KING BRENDA		1 \$ 6,799.73	1
05-014-093-00	BECKER KIM	Com'l	1 \$ 6,799.73	6
05-014-094-10	OAK TERRACE APARTMENTS	Com'l	5 \$ 32,638.71	48
05-014-095-00	HARRIS FREDERICK & CAROLYN A		1 \$ 6,799.73	1
05-014-096-00	FRITZ DONALD & SUSAN		1 \$ 6,799.73	1
05-014-097-00	LYNCH ALBERTA M TR-Commercial	Com'l	1 \$ 6,799.73	4
05-014-098-00	KING BRENDA		1 \$ 6,799.73	1
05-014-099-00	MCPHERSON STEVEN M & KERRY L		1 \$ 6,799.73	1
05-014-100-00	MARTINDALE JARED A ESTATE		1 \$ 6,799.73	2
05-014-101-00	CHIMNER JONATHAN C		1 \$ 6,799.73	1
05-014-102-00	WEATHERS CARL D		1 \$ 6,799.73	1
05-014-103-00	COBALT LLC		1 \$ 6,799.73	1
05-014-104-00	CLOUS KEITH		1 \$ 6,799.73	1
05-014-105-00	LAKE HOWARD L & HELEN L		1 \$ 6,799.73	1
05-014-106-00	RINCON LLC		1 \$ 6,799.73	1
05-014-107-00	TIERRA FOUR PROPERTIES LLC		1 \$ 6,799.73	1
22 Parcels in District			32 \$ 216,231.43	147
\$ 433,455.17 TOTAL Est. Cost of Improving Road			Cost per alloc:	
\$ (108,363.79) - 25% Pd by Garfield			\$ 6,799.73	
\$ (107,500.00) - 25% Pd by GT County				
\$ 217,591.38 TOTAL EST COST TO PROPERTY OWNERS				

**Oak Terrace Roads
Special Assessment
Options for re-payment (Estimates)**

5 yr plan

Total Project Cost: \$ 251,455.17

Less Contributions:

Grand Traverse Co. Rd. Commission	(Budget)	\$ (62,000.00)
Garfield Charter Township	25%	\$ (62,863.79)

Total Cost to Property Owners: \$ 126,591.38

of Properties 32

Cost to Each Property: \$ 3,955.98

Per Lot Allocation (Total Cost/ # of Lots)
\$ 3,955.98

5-year Plan (10 yr T-bill as of 5/13/15 - 2.22%+.45)				
@ 2.67% Interest		Payment Amt: (\$829.95)		
Payment	Principal	Interest	Balance	
1	(\$829.95)	(\$829.95)		\$ 3,126.03
2	(\$829.95)	(\$753.37)	\$ 76.59	\$ 2,372.66
3	(\$829.95)	(\$771.82)	\$ 58.13	\$ 1,600.84
4	(\$829.95)	(\$790.73)	\$ 39.22	\$ 810.10
5	(\$829.95)	(\$810.11)	\$ 19.85	\$ (0.00)
	\$ (4,149.77)	\$ (3,955.98)	\$ 193.79	

7 yr plan

Total Project Cost: \$ 251,455.17

Less Contributions:

Grand Traverse Co. Rd. Commission	(Budget)	\$ (62,000.00)
Garfield Charter Township	25%	\$ (62,863.79)

Total Cost to Property Owners: \$ 126,591.38

of Properties 32

Cost to Each Property: \$ 3,955.98

Per Lot Allocation (Total Cost/ # of Lots)
\$ 3,955.98

7-year Plan (10 yr T-bill as of 5/13/15 - 2.22%+1.0)				
@ 3.22% Interest (Est)		Payment Amt: (\$606.99)		
Payment	Principal	Interest	Balance	
1	(\$606.99)	(\$606.99)		\$3,348.99
2	(\$606.99)	(\$524.94)	\$ 82.05	\$ 2,824.05
3	(\$606.99)	(\$537.80)	\$ 69.19	\$ 2,286.24
4	(\$606.99)	(\$550.98)	\$ 56.01	\$ 1,735.26
5	(\$606.99)	(\$564.48)	\$ 42.51	\$ 1,170.79
6	(\$606.99)	(\$578.31)	\$ 28.68	\$ 592.48
7	(\$606.99)	(\$592.48)	\$ 14.52	\$ 0.00
	\$ (4,248.95)	\$ (3,955.98)	\$ 292.97	

September 28, 2015

James P. Johnson, P.E.
County Highway Engineer
Grand Traverse County Road Commission
1881 LaFranier Road
Traverse City, MI 49696

RE: Proposal to Provide Professional Engineering Services: Survey and Design for 0.25 miles of Reconstructing Oak Terrace Drive, Section 14, T27N, R11W, Garfield Township, Grand Traverse County.

Dear Mr. Johnson:

KPM Engineering (KPM) is pleased to submit this proposal to provide engineering services for the subject project.

There are two prominent issues with existing conditions throughout the project limits:

1. Very Poor/Failed Hot Mix Asphalt (HMA) Pavement (Paser Rating = 1).
2. Poor surface drainage with several areas of ponding with inverted HMA shoulders

Both issues will be closely reviewed and appropriately addressed during design.

It is understood that the earliest this project would be constructed is spring 2016. The project will be locally funded via a SAD, bid and let with the GTCRC compiling the bid package and performing related bidding services with minimal assistance from KPM.

Given the Paser rating of 1, the pavement fix type is anticipated to be a reconstruction or possible crush and shape. We have prepared conceptual construction estimates for these two options:

- Option 1 – Reconstruction, removing the existing HMA surface and underlying material as needed for addition of a new 6" aggregate base, concrete curb and gutter, 12' wide HMA lanes, storm sewer and concrete sidewalk LT & RT. The new enclosed drainage system would likely outlet into the catch basins at the NW quadrant of Garfield Road. The construction cost for this option is estimated at **\$383k**.
- Option 2 – Crushing and shaping the existing HMA, repaving 12' wide HMA lanes, 6' wide HMA shoulders (including 1' wide HMA curb). The surface drainage would outlet at the existing culvert and catch basins at the Garfield Road intersection. The construction cost for this option is estimated at **\$206k**.

A mix of fixes from Option 1 and Option 2 is obviously a reasonable expectation which KPM will address with the GTCRC.

Prior to starting design, a fix type and construction budget will be verified with the GTCRC. If at any time the construction estimate varies by more than 5% from this budget, KPM will notify the GTCRC and coordinate any needed design revisions to keep the project within budget.

Soil Borings

USGS soils maps show 91% of the project consisting of loamy sand or Rubicon sands. The other 9%, located at the POE, consists of Lupton Muck. If Option 1 is chosen for the construction fix, 4 borings at 10' depths will be performed to determine subgrade suitability for both the roadway and storm sewer.

Three (3) pavement cores are planned to confirm existing HMA and aggregate base thicknesses as needed throughout the project limits.

Drainage

Surface drainage is poor throughout the project primarily due to the HMA shoulders draining towards centerline. There appears to be an area of significant ponding occurring near the POE (station 24+50).

The proposed cross section, draining all surface water to the outside HMA edge, will fix the majority of the drainage issue. Better out letting of the surface water at the POE appears to be easily addressed via minor roadway profile changes or the addition of storm sewer items.

Significant outlet design is not anticipated given the surface water will not be directed to a new location (i.e. the existing swales and storm sewer at the east end of the project will continue to be utilized as the outlet).

Plan Sheets and Submittals

We will provide plan sheets at a scale as needed to show the detailed work – likely at 1" = 40' for half size plans (1" = 20' for full size plans). Plan over profile sheets are anticipated throughout the project limits.

Plan packages (pdf format with 11 x 17 plans), including construction estimates and specifications, will be submitted for review at Base Plan (30% to 50% complete), Preliminary Plan (75% complete) and Final plan (100% complete) stages. Four additional full size hard copies of final plans will be delivered to the GTCRC.

Miscellaneous

Work will conform to current GTCRC, MDOT, FHWA and AASHTO practices, guidelines, policies and standards. Field work will adhere to all applicable OSHA and MIOSHA safety standards.

KPM will meet with the GTCRC to review the project, location of data sources and contact persons, and relevant GTCRC operations. We will review and clarify project issues, data needs and availability, and the sequence of events as well as attend team meetings that are essential to complete the design by the project plan completion date. Attention shall be given to critical target dates that may require a large lead time, such as ROW acquisition and local agency meetings.

We may be required to provide services during the construction phase of this project. **If Construction Assistance is required, then a separate authorization for those services will be issued.**

KPM will maintain a Design Project Record which includes a history of significant events (changes, comments, etc.) which influenced the development of the plans, dates of submittals and receipt of information.

KPM will record and submit type-written minutes for all project related meetings to the GTCRC within two weeks of the meeting. The GTCRC will distribute official meeting minutes for all meetings.

The GTCRC Engineer shall be the official contact person for KPM and shall be made aware of all communications regarding this project. We will either address or send a copy of all correspondence to the GTCRC Project Manager. This includes all Subcontractor correspondence and verbal contact records.

After design completion, CAD files and other pertinent documents will be delivered to the GTCRC in electronic format.

Oak Terrace Drive
Grand Traverse County - Garfield Township
Conceptual Construction Cost - Reconstruct including 24' HMA, Curb & Gutter and Sidewalks
9/28/2015
OPTION 1 (Conc C&G and Sidewalk)

Item			Project		Extended
Number	Item	Unit	Quantity	Unit Price	Amount
1500001	Mobilization, Max.	LSUM	1.0	\$15,000.00	\$15,000.00
REMOVALS					
2020002	Tree, Rem, 19 inch to 36 inch	Ea	10	\$750.00	\$7,500.00
2020004	Tree, Rem, 6 inch to 18 inch	Ea	10	\$500.00	\$5,000.00
2040020	Curb and Gutter, Rem	Ft	150	\$7.00	\$1,050.00
5010005	HMA Surface, Rem (Mainline)	Syd	4,625	\$2.25	\$10,407.00
5010005	HMA Surface, Rem (Approaches)	Syd	400	\$2.25	\$900.00
STORM SEWER					
4020748	Sewer, CI II, 12 inch, Tr Det B	Ft	935	\$50.00	\$46,750.00
4021275	Video Taping Sewer and Culv Pipe	Ft	935	\$2.00	\$1,870.00
4030312	Dr Structure, Tap, 12 inch	Ea	2	\$400.00	\$800.00
4030050	Dr Structure Cover, Type K	Ea	12	\$900.00	\$10,800.00
4030200	Dr Structure, 24 inch dia	Ea	3	\$1,050.00	\$3,150.00
4030210	Dr Structure, 48 inch dia	Ea	9	\$1,600.00	\$14,400.00
4037050	Sanitary Structure Cover, Adj, Case 1	Ea	3	\$450.00	\$1,350.00
2080020	Erosion Control, Inlet Protection, Fabric Drop	Ea	12	\$95.00	\$1,140.00
HMA SURFACING & AGG BASE					
3020016	Aggregate Base, 6 inch	Syd	3,456	\$5.00	\$17,280.00
3070006	Approach, CI I, 4 inch	Syd	160	\$5.50	\$880.00
3070008	Approach, CI I, 6 inch	Syd	207	\$8.00	\$1,653.33
3070021	Approach, CI II	Ton	90	\$25.00	\$2,250.00
5010703	HMA, LVSP	Ton	586	\$67.00	\$39,280.63
5010061	HMA Approach	Ton	44	\$110.00	\$4,840.00
8020038	Curb and Gutter, Conc, Det F4	Ft	2,592	\$16.00	\$41,472.00
SIDEWALK					
8030010	Detectable Warning Surface	Ft	24	\$92.00	\$2,208.00
8030034	Sidewalk Ramp, Conc, 4 inch	Sft	130	\$6.00	\$780.00
8030044	Sidewalk, Conc, 4 inch	Sft	10,460	\$4.50	\$47,070.00
8030046	Sidewalk, Conc, 6 inch	Sft	2,500	\$5.75	\$14,375.00
MISC.					
2050042	Subgrade Undercutting, Type III	Cyd	400	\$10.00	\$4,000.00
4040083	Underdrain, Subgrade, 6 inch	Ft	200	\$5.00	\$1,000.00
4040093	Underdrain Outlet, 6 inch	Ft	40	\$7.00	\$280.00
4040113	Underdrain, Outlet Ending, 6 inch	Ea	4	\$110.00	\$440.00
8167011	Slope Restoration, Type B - Modified	Syd	1,728	\$4.00	\$6,912.00
2080036	Erosion Control, Silt Fence	Ft	300	\$2.00	\$600.00
8070095	Post, Mailbox	Ea	25	\$100.00	\$2,500.00
PERMANENT SIGNING					
---	Signs and Posts	LSUM	1	\$500.00	\$500.00
MOT					
8120170	Minor Traf Devices	LSUM	1.0	\$5,000.00	\$5,000.00
8120250	Plastic Drum, High Intensity, Furn	Ea	30	\$15.00	\$450.00
8120251	Plastic Drum, High Intensity, Oper	Ea	30	\$1.00	\$30.00
8120350	Sign, Type B, Temp, Prismatic, Furn	Sft	350	\$4.00	\$1,400.00
8120351	Sign, Type B, Temp, Prismatic, Oper	Sft	350	\$1.00	\$350.00
8120370	Traffic Regulator Control (assumes flagging for 4 weeks)	LSUM	1.0	\$17,160.00	\$17,160.00
WATER AND SEWER					
	8-inch Ductile Iron Water Main, CI 52	Ft	-	\$70.00	\$0.00
	10-inch Sanitary Sewer, PVC, SDR 35	Ft	-	\$57.00	\$0.00
Subtotal					\$332,827.96
15% Contingency					\$49,924.19
Total Construction Cost					\$382,752.15

Oak Terrace Drive

From Garfield Road westerly 0.25 miles to end of CRC Roadway

Design Fee - Option 1 (Conc C&G and Sidewalk)

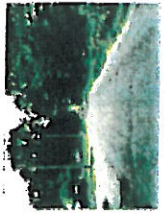
GTCRC

26/2015

Prepared by: KPM Engineering

GTCRC	50% Complete				75% Complete				100% Complete			
	GK	PM	KM	MH	GK	PM	KM	MH	GK	PM	KM	MH
2/26/2015	Hours by Classification				Hours by Classification				Hours by Classification			
Prepared by KPM Engineering	Senior Eng	PM/Lead	Staff	CADD	Senior Eng	PM/Lead	Staff	CADD	Senior Eng	PM/Lead	Staff	CADD
	QA/QC	Road Eng	Engineer	Technician	QA/QC	Road Eng	Engineer	Technician	QA/QC	Road Eng	Engineer	Technician
Task Description/Notes												
Misc. tasks												
Kickoff Meeting w/GTCRC-collect old plans/data		1										
Pavement Design		0.5	0.5									
Pavement Cores (3)		1	1									
ADA needs		1	1	1		1	1					
Utility Locations on Plans		1	2	4		0.5	1	1				
Utility Conflicts Identified/Relocation Design Coordinated		0.5	1	2								
ROW Documents												
ROW Contacts/Acquisition												
Drainage Study	1	2	2									
Drainage Design	1	4	6	6	1	2	4	4	0.5	2	2	2
Detailed Grades										1	2	
Estimates & Specs												
Cost estimate/quantity calcs	1	4	6	4	1	4	4	2	1	4	4	2
Specs including Maintaining Traffic	4	2			4	1			1	0.5		
Geometrics												
Planimetrics (2D layout)		2	4	4		2	4	2		1	1	2
Proposed profile	0.5	2	1		0.5	1						
Roadway modeling in Geopak		8				6				2		
Approach profiles/limits of construction	1	2	6	4	1	2	4	2	0.5	1	1	1
Plan preparation												
Title		0.5	1	2			1	1			1	1
Typical Sections	1	2	4	2	1	2	4	2		1	2	2
Details		1	4	2		2	2	2		1	1	1
Notes-Legend		1	4	2		0.5	2	2			1	1
Plan views (removal & construction)	1	2	6	6	1	4	6	4		1	2	1
Profile		2	4	2		1	4	2		1	2	1
Signing		1	2	1			2				1	
Striping		1	2	1			1				1	
Submittal package												
QC Review & address redlines	4	2	2	4	4	2	2	4	2	1	4	2
Prepare submittal packages		1	2	2		1	2			1	4	
Review Meetings		1	1			1	1			1	1	
TOTAL HOURS	14.5	45.5	62.5	49	13.5	33	45	28	5	18.5	30	16
Hourly Rate	\$75	\$60	\$55	\$40	\$70	\$55	\$55	\$40	\$70	\$55	\$55	\$40
Cost per classification	\$1,087.50	\$2,730.00	\$3,437.50	\$1,960.00	\$945.00	\$1,815.00	\$2,475.00	\$1,120.00	\$350.00	\$1,017.50	\$1,650.00	\$640.00
Mileage	120 miles @ \$0.55		\$66		120 miles @ \$0.55/mi		\$66		60 miles @ \$0.55/mi		\$33	
Soil Borings (4 @ 10' each)	\$1,750											
Title/Info Commitments (4)	\$1,140											
Design Survey - Michigan Geomatics (estimated at 3 field days)	\$4,100											
SUBTOTAL BY PHASE	\$16,271.00				\$6,421.00				\$3,690.50			
TOTAL PROJECT FEE	\$26,382.50											

EXISTING 24' WIDE HMA
WEST END OF PROJECT.



LOOKING WEST

DETERIORATED ROADWAY.
INVERTED HMA SHOULDERS.

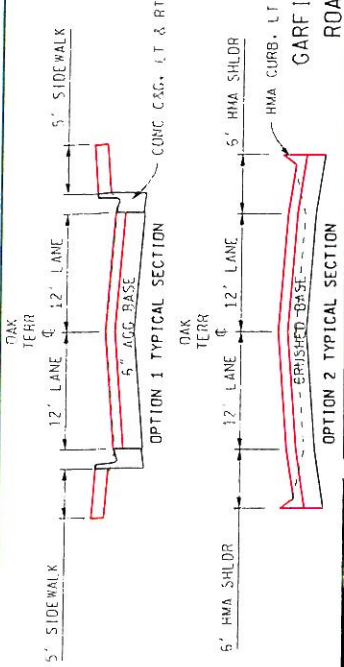


LOOKING WEST

DETERIORATED ROADWAY.
INVERTED HMA SHOULDERS.
PEDESTRIAN NEEDS.
ADJACENT LANDSCAPING.
TREES WITHIN ROADWAY R/W.



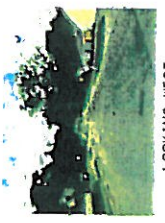
LOOKING WEST



GARFIELD ROAD



EXISTING 36' WIDE HMA.
DETERIORATED ROADWAY AT
EAST END OF PROJECT.



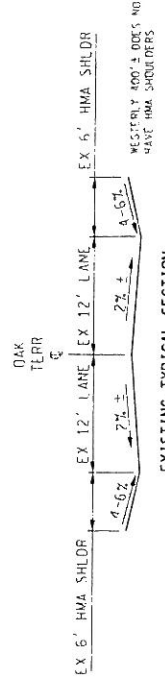
LOOKING WEST

SANITARY MANHOLES AT 18+60
& 22+75, 3' LT.



LOOKING WEST


EX RET WALL AT 30' ± RT



GRAND TRAVERSE
County Road Commission

KPM ENGINEERING
Civil & Mechanical Consultants

DATE	TOWNSHIP	JAN XXXXX	SHEET NO.
9/28/2015	GARFIELD	OAK TERRACE DRIVE	

 Charter Township of Garfield Planning Department Report No. PD 2016-25		
Prepared:	March 17, 2016	Pages: 1 of 1
Meeting:	March 22, 2016 Township Board	Attachments: <input checked="checked" type="checkbox"/>
Subject:	Moratorium on C-P Sign Permits	

STAFF COMMENT:

Staff is requesting that the Township Board adopt a moratorium to defer all applications for sign permits in the C-P Planned Shopping District for a period of up to 180 days or six months.

There are two developments in the Township which are subject to C-P zoning; the Grand Traverse Mall and Cherryland Mall. Generally, in the mall areas, signs are expected to be an integral part of the overall development. Large anchors such as Macy's or Target are permitted their own wall signs on the outside walls to identify public entrances to the stores. And of course, both malls have large mall identification signage. However, exterior wall signs are not normally permitted for the many individual tenants within the mall that do not have their own outside entrance.

The proposed moratorium is in response to two things. First, although sign requirements in the C-P District are subject to Planning Commission approval, the ordinance does not describe detailed regulations such as sign size, location, etc. (Sign regulations were carried over from the previous zoning ordinance.) Until now, however, the ordinance has generally worked.

The "until now" is that the Zoning Board of Appeals recently approved three variances which potentially contradict the Township's goals in regulating mall signage. The limited description of allowable signs in this district was probably at least partially at fault in this variance decision. However, the decision has put the Township in the position that it could be challenging to deny any sign request in the C-P District.

Therefore, the purpose of the moratorium is to allow the township time to revise the zoning regulations so that the Township retains appropriate control of allowable signs in this district. If a moratorium is not adopted, we should expect to receive many applications for additional wall signs which are not appropriate in the C-P District.

The Planning Commission will review the first draft of ordinance changes on March 23rd, and likely schedule the same for a public hearing in April. We will process this amendment as quickly as possible to keep this disruption to a minimum. The moratorium would allow for the maintenance and replacement of existing signs, as well as the issuance of permits for the signs recently authorized by the ZBA. Therefore, staff feels that the reasonable use of these properties will remain while the Township undertakes the zoning ordinance amendment.

Action requested: Adoption of Resolution 2016-12-T to establish a temporary moratorium on the issuance of sign permits in the C-P Planned Shopping District is requested.

CHARTER TOWNSHIP OF GARFIELD

RESOLUTION 2016-12-T

Resolution Establishing Temporary Moratorium on C-P Planned Shopping Center Sign Permits

WHEREAS, the Charter Township of Garfield has adopted a sign ordinance (Garfield Township Zoning Ordinance No. 68, Section 630) to create the legal framework for a comprehensive and balanced system of regulating signs and outdoor advertising within the Township in the interest of public health, safety, and welfare; and

WHEREAS, Section 630.G of the sign ordinance regulates the design and placement of signs within the C-P Planned Shopping Center District as a Planning Commission function; and

WHEREAS, despite the authority vested in the Planning Commission to approve or deny sign requests in the C-P Planned Shopping Center District, Section 630.G does not contain detailed regulations describing the appropriate location, size, and placement of signs within this district; and

WHEREAS, on March 10, 2016 the Garfield Township Zoning Board of Appeals authorized three variance requests for property located within the C-P Planned Shopping Center District, which variances set precedents that potentially contradicted the Township's intent in regulating signs throughout the district subject to Section 630.G; and

WHEREAS, in light of the need to create clear review standards and also because of the precedent set by the Zoning Board of Appeals decision, the Township promptly initiated a process to consider amendments to Section 630.G of the sign ordinance to more adequately describe standards for review of signs within the C-P Planned Shopping Center District; and

WHEREAS, all property within the C-P Planned Shopping Center will continue to reasonably remain in use during the period of the moratorium; and

WHEREAS, the Township Board has determined that it is necessary to give further study to the installation of signs in the C-P Planned Shopping District, in order to insure consistent, cohesive and sensible signs and outdoor advertising in the Township; and

WHEREAS, the Township Board has determined that there is a legitimate public interest in temporarily deferring sign review in the C-P Planned Shopping Center District in order to avoid the potential visual impact of unchecked sign development, which would be adverse to the general attractiveness of the community; and

WHEREAS, the Township Board has determined that during this further study, it would be counterproductive if applications for approvals related to the installation of signs in the C-P Planned Shopping Center District were allowed to move forward; and

WHEREAS, the Township also recognizes that deferring review of applications for approvals related to the installation of signs in the C-P Planned Shopping Center District could result in hardship to some applicants;

THEREFORE BE IT RESOLVED, during the course of the Township's deliberations as to the appropriate regulations for all signs in the C-P Planned Shopping Center District, review of all applications related to the installation of signs in the C-P Planned Shopping Center District should be

deferred, and that a moratorium is hereby declared, effective immediately, for a period of 180 days.

BE IT FURTHER RESOLVED, during the period of this moratorium, there shall be no consideration or action taken by the Township, any elected official, any appointed official, or any employee on any request for any approval related to the installation of new signs in the C-P Planned Shopping Center Commercial District.

BE IT FURTHER RESOLVED, this moratorium shall not prohibit the acceptance of sign permit applications or issuance of sign permits for the replacement or maintenance of existing signs; and

BE IT FURTHER RESOLVED, this moratorium shall not prohibit the acceptance of sign permit applications or issuance of sign permits for signs authorized by the Planning Commission and/or Zoning Board of Appeals prior to the adoption of this Resolution; and

BE IT FURTHER RESOLVED, during the period of this moratorium, any entity or property owner alleging that the deferred review resulting from the moratorium will result in the denial of all permissible signs and outdoor advertising or would otherwise result in a violation of applicable federal or state constitution or law shall be entitled to an expedited hearing before the Township Board. At the conclusion of this hearing, the Township Board shall make findings and conclusions with respect to whether or not the petitioner has demonstrated that all permissible signs and outdoor advertising have been denied by the deferred review, and/or whether or not this resolution on its face or as applied to the petitioner violates applicable federal or state constitution or law. If it is demonstrated and found that the deferral has the effect of denying all permissible signs and outdoor advertising, or that the deferral violates applicable federal or state constitution or law, the Township Board shall grant relief from the moratorium to the extent necessary to cure the violation.

Moved:

Supported:

Ayes:

Nays:

Absent and Excused:

RESOLUTION 2016-12-T DECLARED ADOPTED.

By:

Chuck Korn, Supervisor
Charter Township of Garfield

CERTIFICATE

I, Lanie McManus, Deputy Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and correct copy of a Resolution which was adopted by the Township Board of the Charter Township of Garfield on the 23rd day of March, 2016.

Dated: _____

Lanie McManus, Deputy Clerk

Memorandum of Understanding

Between:

Grand Traverse County

City of Traverse City

Charter Township of Garfield

Traverse Area Recreation & Transportation (TART) Trails, Inc.

This is a Memorandum of Understanding ("Memorandum") between TART Trails, Inc, ("TART") located at 148 E. Front St, Ste. 201 Traverse City, MI 49685, and the Charter Township of Garfield ("Township"), located at, 3848 Veterans Drive, Traverse City, MI 49684, and The City of Traverse City ("City"), located at, 400 Boardman Avenue, Traverse City, MI 49685, and Grand Traverse County ("County"), located at, 400 Boardman Avenue, Traverse City, MI 49685. The Parties enter into this Memorandum on the basis of the following:

- A. The Parties share a common desire to move forward with preliminary design services for the Boardman Lake Trail ("Trail") connecting 14th Street to S. Airport Road at Medalie Park. Preliminary design services will provide the information necessary to help make informed decisions on future construction and maintenance efforts.
- B. The Trail is in the master plans for the City, County, Township, Brownfield Redevelopment Authority (BRA) and TART.
- C. TART has been working in partnership with the City to secure the easements needed for the trail. The City currently owns the easements secured for the trail.
- D. The Brownfield Redevelopment Authority has funding eligible for the planning, engineering and construction of the Trail.

While it is the express intention of the Parties that this document is not a binding contract and cannot be used to compel action of any of the Parties in a court of law or otherwise, the Parties are committed to tasks listed below in order to achieve their mutual goal to build a Trail on public property:

1. TART Shall:
 - a. Provide lead role in preliminary design efforts, including leading the public engagement process and serving as point of contact for contracted services for preliminary design efforts;
 - b. Facilitate dialogue and generate a plan between City, Township and County on the future funding and maintenance plan for the completion of the trail;
 - c. Provide lead communication for the project and coordinate media outreach regarding news of the Trail's development;
 - d. Provide leadership, with support from the Grand Traverse Regional Land Conservancy, in easement negotiation efforts associated with the Trail;
 - e. Open up the trail to the TART Trails' Ambassador program- supporting maintenance of the constructed trail as part of regular activities when trail construction is completed;
 - f. Recognize partnership roles on signage and in published materials related to the trail;
 - g. Provide access to spokesperson(s) who can share information about the trail.
2. The City shall:
 - a. Provide legal support for and ownership of trail easements;
 - b. Participate in the design process and provide final sign-off on a preferred trail alignment and design;

- c. Work with TART, Township and County to identify a funding strategy and sources for future design engineering, construction and maintenance;
 - d. Recognize partnership roles on signage and in published materials related to the trail;
 - e. Support TART's outreach by providing access to spokesperson(s) who can share information about trail efforts and the City's commitment to the trail.
3. The Township shall:
- a. Participate in the design process;
 - b. Work with TART, City and County to identify a funding strategy and sources for future design engineering, construction and maintenance;
 - c. Recognize partnership roles signage and in published materials related to the trail;
 - d. Support TART's outreach by providing access to spokesperson(s) who can share information about trail efforts and the Township's commitment to the trail;
 - e. Participate in the design process and provide final sign-off on a preferred trail alignment and design.
4. The County shall:
- a. Serve as fiduciary for the Coastal Zone Management (CZM) grant and Brownfield Redevelopment Authority funding to match the grant;
 - b. Participate in the design process and sign-off on reports related to the CZM grant;
 - c. Work with TART, City and Township to identify a funding strategy and sources for future design engineering, construction and maintenance;
 - d. Recognize partnership signage and in published materials related to the trail;
 - e. Support TART's outreach by providing access to spokesperson(s) who can share information about trail efforts and the County's commitment to the trail.

The parties have executed this Memorandum on the date indicated below:

**Traverse Area Recreation & Transportation
Trails, Inc.:**

Julie Clark, Executive Director Date

The Charter Township of Garfield:

Chuck Korn, Supervisor Date

The City of Traverse City:

Martin A. Colburn, Manager Date

Grand Traverse County

Tom Menzel, Administrator Date