

CHARTER TOWNSHIP OF GARFIELD
PLANNING COMMISSION MEETING

Wednesday, May 10, 2017, 7:00 pm
Garfield Township Hall
3848 Veterans Drive
Traverse City, MI 49684
Ph: (231) 941-1620

A G E N D A

Call Meeting to Order

Roll Call of Commission Members

1. Review and Approval of the Agenda - Conflict of Interest
2. Minutes
April 12, 2017
3. Correspondence
 - a. Grand Traverse Conservation District – April 2017 report
4. Reports
 - a. Township Board
 - b. Planning Commissioners
 - c. Planning Department
5. Business to Come Before the Commission
 - a. PD 2017- 32 - Teter / Munson - Map Amendment - Public Hearing
 - b. PD 2017-33 - Northern Building Supply - SUP introduction
 - c. PD 2017-34 - Lone Tree - AA
 - d. PD 2017 -35 - Proposed Amendment Service Drives
6. Public Comment
7. Items for Next Agenda – May 24, 2017
 - a. TBD
8. Adjournment

Joe Robertson, Secretary
Garfield Township Planning Commission
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

**CHARTER TOWNSHIP OF GARFIELD
PLANNING COMMISSION MEETING
April 12, 2017**

Call Meeting to Order: Chair Racine called the meeting to order at 7:00pm at the Garfield Township Hall, 3848 Veterans Drive, Traverse City, MI 49684.

Roll Call of Commission Members:

Present: Steve Duell, Joe Robertson, Pat Cline, Chris DeGood, Joe McManus, Gil Uithol and John Racine

Staff Present: Mike Green, Zoning Administrator

1. Review and Approval of the Agenda – Conflict of Interest (7:00)

DeGood will recuse himself from New Business Item a.

Cline moved and Robertson seconded to approve the agenda as presented.

Yeas: Cline, Robertson, Duell, Uithol, DeGood, McManus, Racine

Nays: None

2. Minutes (7:01)

a. March 8, 2017 Regular Meeting Minutes

Uithol moved and DeGood seconded to approve the March 8, 2017 Regular Meeting Minutes as presented.

Yeas: Uithol, DeGood, Cline, Robertson, McManus, Duell, Racine

Nays: None

3. Correspondence (7:02)

None

4. Reports (7:02)

Township Board Report

Duell said that there was a public hearing for the proposed Oak Terrace SAD and the board passed the SAD. Amendment #5 to Garfield Zoning Ordinance #68 regarding signage passed. Ubrew LLC was awarded a resolution by the board to move forward with a permit for their home brew business. There was a public hearing to change the Parks and Recreation board to a body of seven instead of five members. One person will represent the Township Board and he asked if any members of the Planning Commission would consider serving on the Parks and Rec board. The Board also approved spending money on SEEDS for a wooden walkway at Miller Creek, approved money for work on the facility at the Boardman Valley Nature Preserve and approved Township hall building repairs.

Planning Commissioners

Cline said that he and Dorothy Petroskey attended the Zoning Procedures meeting and it was an excellent meeting.

Planning Department

Duell said that the process to replace the Assistant Planner is underway and all the applicants who applied in this round are excellent candidates and interviewing will begin soon.

5. Business to Come Before the Commission**a. PD 2017-19 Teter/Munson Map Amendment – Introduction (7:05)**

The subject property is located at 3525 W. Front Street and is the last remaining non-commercial property in that area. The property has historically been used as a residential use, but the home will be removed for a commercial use. The property is approximately 1.75 acres. The application proposes to rezone the property from the current R-3 Multi-Family Residential to C-O Office Commercial without restriction. The subject property is currently surrounded by commercial office uses and medical support services. Todd Stone, property owner confirmed that his was the last residential piece in the area. They would like to partner with Munson and feel that the Master Plan allows for the re-zoning. Commissioners thought the rezoning made sense.

Duell moved and Robertson seconded THAT application Z-2017-01, submitted by Stone Real Estate Holdings LLC, to rezone land along W. Front Street from the current R-3 Multi-Family Residential to C-O Office Commercial District, BE ACCEPTED, and further THAT application Z-2017-01 be scheduled for public hearing at the regular meeting of the Garfield Township Planning Commission to be held on May 10, 2017.

Yeas: Duell, Cline, Robertson, Uithol, McManus, Racine

Nays: None

Abstentions: DeGood

b. Brewery Terra Firma – Progress Report (7:16)

John Neidermaier from Brewery Terra Firma said they want to make a couple small agricultural changes on the property and Larrea asked that he provide an update on the land as it is right now. That update was placed on commissioner desks this evening. Commissioners decided to wait on the progress report and agricultural changes until Larrea could return and give more details about the request.

7. Public Comment (7:18)

None

8. Items For Next Agenda April 26, 2017 (7:18)

a. TBD

Duell asked about the Brewery Terra Firma report.
McManus asked about the proposed Life Story Funeral Home on Hammond Road. Green explained that signage was up before permits were filed and now the sign has been removed.

9. Adjournment

Uithol moved to adjourn the meeting at 7:25 pm.

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

Grand Traverse Conservation District
April 2017 Report

Conservation Team

OWNER/PARKLAND: Garfield Township - Various

Administration

- Welcomed new seasonal Conservation Technician Russell Carter.
- Coordinated a volunteer clean-up work bee event at Miller Creek Nature Reserve.
- Coordinated a volunteer clean-up work bee event at the Commons Natural Area.
- Contracted Wildlife and Wetland Solutions to plant 1,400 native seedlings along Miller Creek for restoration purposes.
- Contracted SEEDS to assist in establishing a sustainable re-route along Miller Creek to divert social trail traffic off unstable slopes.
- Attended Garfield Twp Parks and Recreation Commission meetings.
- Contacted the GT County Sheriff Department in regards to illegal camps at Miller Creek and the Commons.
- Ordered and stocked 980 4-6 inch bluegill for Oleson Pond at Kid's Creek Park.
- Solicited bids for demolition and removal of mill at Kid's Creek Park.
- Solicited bids for proposed connector from Kid's Creek trail system to the Buffalo Ridge Trail.
- Continued collaboration with West Middle School, GT Stewardship Initiative, and TART on student created info signs along the Buffalo Ridge Trail
-

Routine Monitoring and Maintenance

- Repaired damaged garbage surround at Silver Lake Recreation Area.
- Monitored trails and trailheads at all Garfield parklands and replaced dog waste bags as needed.
- Removed down trees over boardwalk at Miller Creek and the Commons.
- Monitored all trailheads and replaced dog waste bags as needed.
- Picked-up trash and abandoned camps at Miller Creek and the Commons.
- Collaborated with Boardman River Clean Sweep in disposing of abandoned camps at Boardman Valley Nature Preserve on the Verizon Parcel.
- Installed posts and chain at the Verizon Parcel to deter any vehicle traffic with Boardman River Clean Sweep.
- Mitigated erosion along steps of the Cedar Cathedral Trail at the Commons Natural Area by installing a waterbar and adding stone.

Grants

- Awarded \$5,000 in match funds from the Traverse City Track Club Endowment through the Community Foundation for a connector trail from Kids Creek Park to the Buffalo Ridge Trail.

Other

- Planted native conifers with SEEDS at Miller Creek Nature Reserve to improve habitat and to provide an aesthetic visual/audio barrier along park boundary behind warehouses off of Cass Rd.
-

OWNER/PARKLAND: Recreational Authority – Hickory Meadows

Administration

- Welcomed new seasonal Conservation Technician Russell Carter.
- Coordinated Earth Day volunteer planting event.
- Contracted Wildlife and Wetland Solutions to assist in planting the remainder of 1,600+ native seedlings in follow-up of Earth Day event.
- Ordered native shrubs from 4-Season Nursery in preparation of the Children's House Montessori event scheduled for May 5th.
- Updated the Hickory Meadows Advisory Committee on planning activities at the park.
- Attended monthly Rec Authority Board meeting and provided updates.
- Met with TCL&P and Matt Cowall for an on-site review of up-coming utility line removal.

Routine Monitoring and Maintenance

- Monitored trails and trailheads and replaced dog waste bags as needed.
- Cleared a down tree over trail near bridge crossing.
- Repaired fluvial erosion at Randolph St. Trailhead due to improper drainage off of parking lot.
- Pulled invasive garlic mustard at known sites on the park.
- Visited trailheads weekly to refresh dog bags, pick-up trash, and check for maintenance needs.

Other

- Created and posted volunteer Earth Day Work Bee event flyers and solicited participation through on-line resources.

BOARDMAN RIVER STEWARDSHIP

- Continued work on Kids Creek site plans including meeting with contractors at the Concrete Service.
- Attended MDNR fish passage meeting here at the Nature Center
- Met with Chamber of Commerce staff regarding Sculpture Court maintenance.

ENVIRONMENTAL EDUCATION

Nature Center Visitation this Month: 1,033
Program Participants this month: 856
Drop ins this month: 177
Nature Center Visitation this year: 2,644

Nature Center Visitation April 2016: 872
Program Participants April 2016: 754
Drop in April 2016: 118
Nature Center Visitation since 2008: 73,257

Program Participation & Program Planning:

- 2017 Nature Day Camp Registration
- Ran eight Environmental Education Preschool Programs (Knee High Naturalist & Peepers)
 - 57 Peepers participants include 10 new families to GTCD Programming
 - Four Knee High Naturalist Programs consisting of eight participants each week
- One Girl Scout program done with homeschool group of children
- 143 students served through four NEST programs

Other Accomplishments:

- Organized and opened registration for 2017-2018 Knee High Naturalist Program and it is nearly half full already.
- Offered a volunteer recognition movie at the State Theatre in honor of volunteer appreciation week.
- Article in the Record Eagle on Wednesday April 26 highlighting the work of our volunteers and area volunteers
- Met with area day camps in Traverse City to try to share services.

Ongoing Work:

- Managing EE budget
- Updating EE website, BRNC/ GTCDC Facebook page, and resources
- Community Education & outreach
- Managing program registrations (NEST, Peepers, Nature Day Camp)

Upcoming Events at Boardman River Nature Center:

- **Peepers Program**
 - **When:** Tuesdays from 10:00-11:30am
- **Native Landscaping with the Master Gardeners**
 - **When:** Monday in May from 5:30-7:30pm (**except May 29th**)
 - Wednesdays in May from 9:00-11:30am
- **Annual Native Plant Sale**
 - **When:** Saturday, May 20th, from 8:00-3:00pm

FORESTRY ASSISTANCE PROGRAM (FAP)

On-Site Visits: Grand Traverse County

1. Lawrence, 2 acs., East Bay Twp.
2. Cullins, 3 acs., East Bay Twp.
3. Chearer, 5 acs., Long Lake Twp.
4. Fry, 33 acs., Mayfield Twp.
5. Evans, 10 acs., Long Lake Twp.
6. Walker, 12 acs., Long Lake Twp.

Written Forest Management Recommendations: ○ **QFP Verifications:** ○ **MAEAP/FWH Verifications:** ○

FAP Referrals to Private Sector: 12 **FAP Referrals to Public Sector:** ○

In-office Contacts: 35 landowners **Follow-up Contacts:** 73 landowners/qualified foresters

FAP Promotion/Program Development:

1. Update website/forester referral lists/landowner email lists
 2. Meeting with Georgia Peterson for Ties to the Land and Conservation Stewards Programs
 3. Little Garden Club, Forest Health Concerns presentation (25 in attendance).
 4. Attend Saving Birds through Habitat meeting.
-

INVASIVE SPECIES NETWORK (ISN)

Acres Treated: 4
Sites Treated: 5
Acres Surveyed: 6
Sites Surveyed: 7

Volunteers: 11
Volunteer Hours: 33
Active Contacts: 244
Passive Contacts: 18,805 + website

Meetings/Presentations:

- 4/6 - Hosted *Go Beyond Beauty* spring kick-off (25 attendees)
- 4/11 - Hosted GTBay Phragmites meeting (9 present)
- 4/12 - Attended & presented at the GTSI Community Connections dinner (~20 passive, 4 active contacts)
- 4/22 - Attended GT County Earth Day event; 60 active, 40 passive contacts
- 4/29 - Held table at Oryana openhouse (100 active, 600 passive contacts, 9 volunteer hours, 2 volunteers)

Treatments and Surveys:

- 4/18 - Private land site visit (Grand Traverse County, Acme Twp); 1/2 acre surveyed
- 4/27 - Attended Boardman Lake phytoremediation site visit (2 acres, 5 contacts)
- Pulled garlic mustard (4 sites, 3 acres), Grand Traverse County; NER and East Bay Twp
- Preparation for JK 2017 treatment
- Collected live stakes for restoration projects (source: NER)
- Submitted 2017 DNR treatment permissions

Other Accomplishments:

- 4/20 - Met w/ Derek Melville at TC Parks & Rec about 2017 treatment
- 4/24 - ISN Survey Technicians started! Welcome Sarah Green and Audrey Menninga!
- 4/25 - Met with TWC re: GT Bay PH & ISN
- Officially registered 6 new *Go Beyond Beauty* participants (5 landowners and 1 landscaper)
- Sent municipality contact letters (74 total)
- Volunteer time: Created native seed packets for giveaway/prizes (2 volunteers, 12 hours)
- Created JB Trade up/Dumpster Day advertisements for TC Ticker and Northern Express
- Submitted MISGP Progress Report
- NatureChange [JB video](#) released (>500 passive contacts)

Upcoming Events:

- 5/13, 9am: Grand Traverse County garlic mustard workbee & lunch (NER)
 - 5/13, 10am: Japanese barberry Trade-Up/Dumpster Day (BRNC)
 - 5/13, 1:30 pm: Invasive Species paper-making workshop (BRNC)
-

MAEAP

Farms Visited: 17

Risk Assessments Completed: 6

Farms Verified: 0

Updates:

- 4/4 Goal Setting Meeting
- 4/8 Domestic Well Water Screening Event
- 4/14 Employee Development Plans Submitted
- 4/21 Benzie County Domestic Well Water Screening Event
- 4/22 RecycleSmart Earth Day Event

Conferences & Networking:


- 4/4 Grand Traverse Fruit Growers Council Meeting
- 4/19 Farm Bill Forum with U.S. Senate Committee on Agriculture, Nutrition, & Forestry
- 4/18 Integrated Pest Management Kickoff Event at Northwest Michigan Horticulture Research Station
- Continue participation in conservation district board meetings and NWM Farm Bureau meetings

Current Projects:

- Working with:
 - 5 farms in Benzie
 - 6 farms in Leelanau
 - 5 farms in Grand Traverse
 - 5 farms in Antrim
- Risk Assessments Completed in April: 6
- Partnering with MSUE on IPM seasonal meetings (planning 2 Phase 1 events in each county)

Upcoming Events:

- 5/3-5/4 Nutrient Management Planning Training in Charlotte, MI
- 5/5 P45 Wine & Grape Kickoff Event
- 5/9, 5/10, 5/16, 5/17, 5/23, 5/24 IPM Meetings (Leelanau, Antrim, Grand Traverse, Benzie)
- 5/17-5/18 MSUE New Educator/Technician In Service Training at MSU in Lansing

 Charter Township of Garfield Planning Department Report No. 2017-32		Pages: Page 1 of 5	
Prepared:	April 18, 2017	Attachments:	<input type="checkbox"/>
Meeting:	May 10, 2017		
Subject:	Proposed Rezoning		
File No.	Z-2017-01	Parcel No.	05-004-031-00
Applicant:	Matt McDonough - Munson Healthcare		
Owner(s):	Stone Real Estate Holdings LLC		

SUBJECT PROPERTY:

The subject property is located at 2535 W. Front Street and is the last remaining non-commercial parcel in that area. The property has historically been used as residential however the home will be removed for a commercial office use. The property is approximately 1.75 acres in size.

PURPOSE OF APPLICATION:

The application proposes to rezone the property from the current R-3 Multi-family Residential to C-O Office Commercial, without restriction.

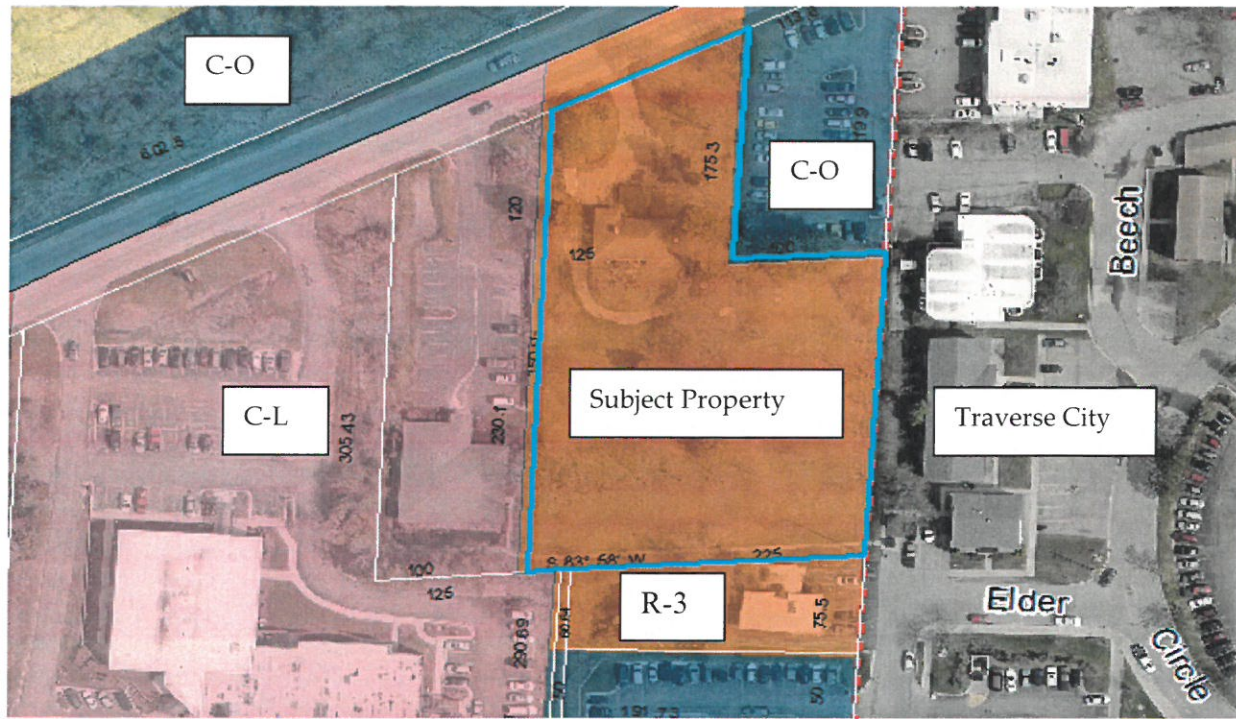


SURROUNDING PROPERTIES

The subject property is currently surrounded by commercial office uses and medical support services. They are appropriately zoned C-O Commercial Office (north), C-L Local Commercial (west) R-3 Multi Family (south) C-O Commercial Office (east), and City of Traverse City (east).

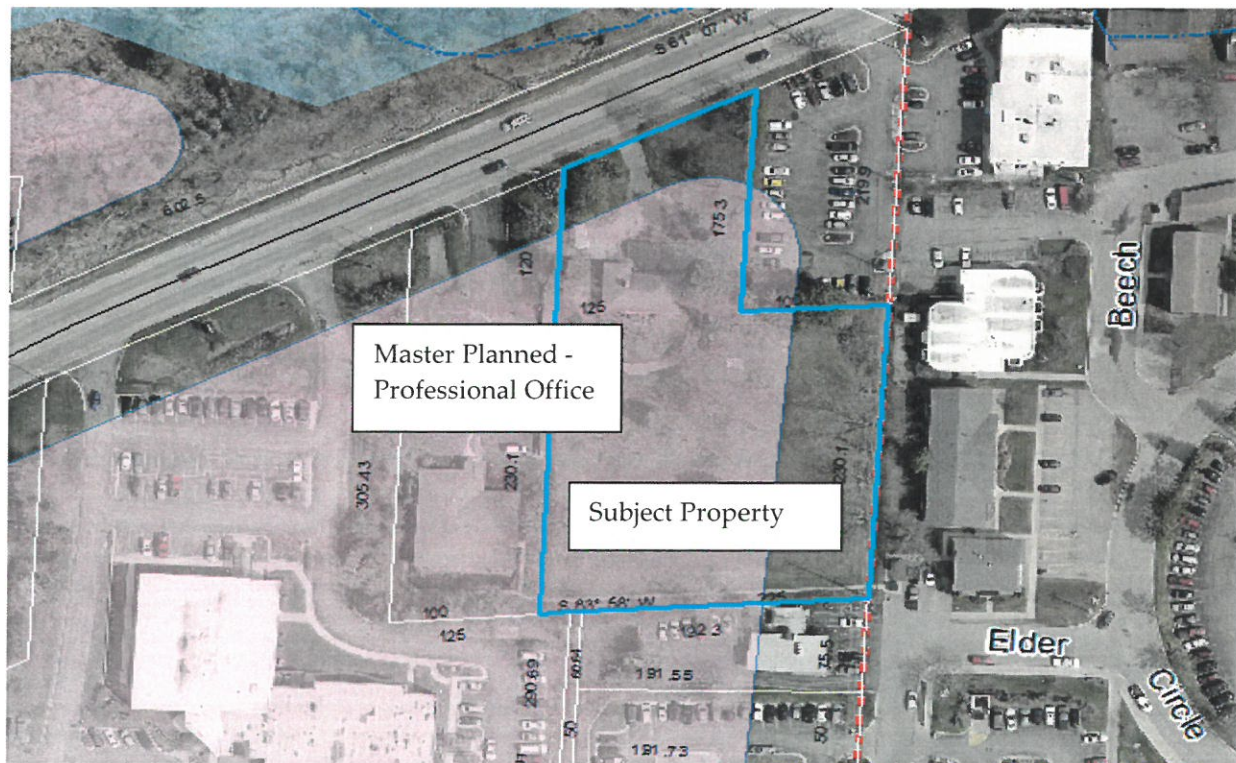
CURRENT ZONING

The property is currently zoned R-3 Residential as identified in orange below.



MASTER PLAN

The Master Plan (pink) identifies this area as Professional Office.



STAFF COMMENT:

The application was introduced to the Planning Commission at their April 12, 2017 meeting and scheduled for a public hearing on May 10, 2017.

To aid in the discussion, the following approval criteria are offered for consideration:

Section 421.E Approval Criteria of Zoning Map Amendment

In its review of an application for rezoning, the Township should consider, but is not necessarily limited to, the criteria as defined in § 421.E.1 Master Plan Consistency through § 421.E.8 Other Factors. No single factor is controlling; instead, each must be weighed in relation to the other standards.

The applicant shall have the burden of justifying the amendment, including identifying specific reasons warranting the amendment, and providing any supporting data and information.

1. Master Plan Consistency

*The Planning Commission may consider this standard to be **met** for the following reasons:*

- The request to rezone the property to a lower intensity Commercial Office (C-O) district appears to be consistent with Future Land Use Map (FLUM), which identifies this area and particular parcel as Commercial Office.

2. Adverse Impacts on Neighboring Lands

*The Planning Commission may consider this standard to be **met** for the following reasons:*

- The proposed C-O district is compatible with the surrounding local commercial and commercial office zoning and uses therefore will not present an adverse impact on the surrounding commercial uses or create traffic congestion.
- The proposed zoning district is compatible with the neighboring professional office uses.

3. Suitability as Presently Zoned

*The Planning Commission may consider this standard to be **met** for the following reasons:*

- With the exception of the subject property the area has evolved over time from residential to professional office uses.
- The subject property is an isolated R-3 Multifamily zoned property which is currently master planned Professional Office.
- Adjacent easterly and southerly properties are located within the City of Traverse City and consistent with the professional office uses.

4. Changed Conditions

*The Planning Commission may consider this standard to be **met** for the following reasons:*

- The land use pattern in the area of this request has evolved over time from single-family residential to professional office and medical support services.

- The majority of adjacent properties have been planned and have developed into medical support services in the general vicinity of the request.

5. Health, Safety, and Welfare

*The Planning Commission may consider this standard to be **met** for the following reasons:*

- The zoning district proposed will allow additional medical support services for Munson hospital as it continues to expand and offer additional medical and emergency medical services.
- No historic or cultural places and areas exist on the subject property.

6. Public Policy

*The Planning Commission may consider this standard to be **met** for the following reasons:*

- The request to rezone the property from residential to commercial office is more consistent with the neighboring properties than currently zoned.
- The property will be more compatible with the surrounding office uses, the master plan and the development patterns of the area.
- The single family home is currently vacant and becoming dilapidated due to its vacancy therefore a redevelopment of the property will further benefit the neighborhood and community.

7. Size of Tract

*The Planning Commission may consider this standard to be **met** for the following reasons:*

- Due to the current development pattern shifting over the years from residential to medical office it is appropriate to consider this property for a rezoning regardless of the properties size.
- As currently zoned this residential property is incompatible with the surrounding uses and zoned properties.

8. Other Factors

The Township may consider any other factors relevant to a rezoning application under state law.

STAFF COMMENT:

As stated above, the property in its entirety is approximately 1.75 acres in size and fronts on W. Front Street. The parcel does not appear to have any environmentally sensitive areas and is of size to adequately support a future office building and parking area. The parcel can be considered a "hold out" piece of property that had remained residential even as the area around it evolved. By supporting the map amendment we are solidifying the West Front Street medical corridor, which will be an area we review for a future sub-area plan.

ACTION REQUESTED:


The Planning Commission is a recommending body for the purpose of a zoning ordinance amendment. Therefore, following an opportunity for public comment and commission discussion, the following motions are offered for consideration.

MOTION THAT the Findings of Fact for application Z-2017-01, as presented in Planning Department Report 2017-32, BE RECOMMENDED FOR ADOPTION. (Motion to be made only following review and modification as necessary.)

The following motion would be appropriate to approve the application:

MOTION THAT Application Z-2017-1 to rezone certain lands from the R-3 Multi-family residential district to the C-O Commercial Office district to the Garfield Township Ordinance No. 68 (Zoning Ordinance) BE recommended for APPROVAL to the Township Board.

Any additional information that the Planning Commission determines to be necessary should be added to either motion.

		Charter Township of Garfield Planning Department Report No. 2017-33	
Prepared:	April 20, 2017	Pages:	1 of 2
Meeting:	May 10, 2017 – Planning Commission	Attachments:	<input checked="" type="checkbox"/>
Subject:	Retail Furniture Sales in the I-G district		
Applicant:	Peninsula Construction		
Owner:	Northern Building Supply Company, LLC/1701 Holdings, LLC		
File No.	SUP-2017-01		
Parcel No.	05-187-019-00		

SUBJECT PROPERTY:

The property is located on the corner of S. Airport and Keystone Roads, has an address of 1701 S. Airport Road and is the current site of Northern Building Supply.

PURPOSE OF APPLICATION:

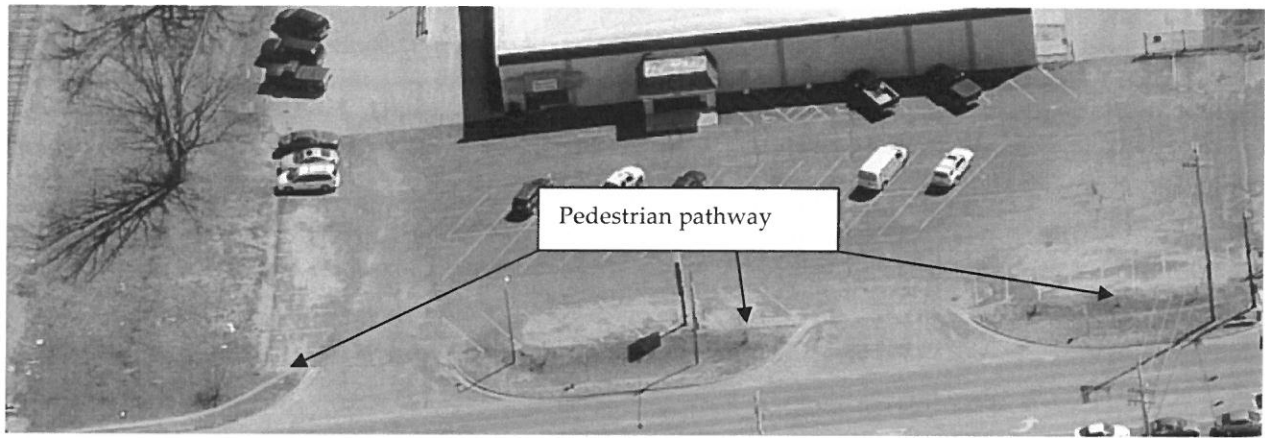
Northern Building Supply has historically leased a portion of their building (see below) to construction support services, most notably a Kitchen Cabinet business. The owner has now requested to lease the space to a mattress company, which is a use permitted by special use permit (Furniture Store) in the I-G (General mixed-use industrial business) district, specifically Section 321 C (10)(c). It should be noted that the SUP, if granted, would not be considered a de-facto zoning change to retail but be specific to a Furniture Sales use.



STAFF COMMENT:

The Planning Commission should review the application to determine if the use is appropriate in that location. The structure, parking, lighting, etc are all in place as is the separate leasing space. Staff has reviewed the site plan which does not appear to meet today's standards for site improvements, however the ordinance does provide leniency on landscaping under Section 530 B Exceptions # 3.

Being that the request is for a special use permit, the Planning Commission can override the Section 530 B 3 provision, if deemed appropriate. There is limited space for landscaping and the area may be better served with the addition of a sidewalk, which is identified on our non-motorized plan. The aerial photo below shows a "goat path" along the frontage of the property which indicates it has a high pedestrian rate of use.



The Planning Commission should also consider placing conditions on the request that clearly requires review of an expansion from the 3,300 sf proposed to avoid the applicant from utilizing the entire building / site as a furniture store without proper review.

ACTION REQUESTED:


With the exception of the discussion points mentioned above a complete site upgrade does not appear necessary at this time. The purpose of the introductory meeting is to accept the application and to identify any broad Planning Commission concerns which should be addressed prior to further deliberation on the application. As such, following an opportunity for applicant presentation and commissioner discussion, the following motion is offered for consideration:

RECOMMENDED MOTION:

THAT application SUP-2017-01, submitted by Northern Building Supply requesting a Special Use Permit for a furniture store BE ACCEPTED and scheduled for a public hearing at the regular meeting to be held on June 14, 2017.

Any additional information that the Planning Commission determines to be necessary should be added to this motion. If the Planning Commission is not satisfied with the level of information provided to date, the above motion would be premature.



 Charter Township of Garfield Planning Department Report No. 2017- 34			
Prepared:	April 25, 2017	Pages:	Page 1 of 2
Meeting:	May 10, 2017	Attachments:	<input checked="" type="checkbox"/>
Subject:	Administrative Amendment		
File No.	SUP 2005-05-G	Parcel No.	Units 45 & 46
Applicant:	Lone Tree II Condominium Association, INC		
Agent:	Kama Roux - Schmidt - Rogers Management, LLC		

SUBJECT PROPERTY:

The subject property is located within the Lone Tree PUD, at the corner of North Long Lake Road and Lone Pine Road. The properties are approved for a duplex unit and identified as Unit 45 & Unit 46 of the Lone Tree II Condominium subdivision.

REQUEST

A request to amend the Lone Tree mixed use PUD, specifically, Lone Tree II Condominium to eliminate units 45 and 46.

DOCUMENTATION

The representations made by the Applicant in its Application dated 2-17-17 by the documents appearing in the Schedule below have been relied upon by the Township in making its determination in this matter. It is a condition of this Amendment that the Applicant shall abide by all representations in these documents and may not substantially deviate from these documents without the prior written consent of Garfield Township unless otherwise provided for in the Zoning Ordinance. The Schedule of Documents follows:

SCHEDULE OF DOCUMENTS

Document Name	Date
Application for PUD Amendment	2-17-17
Letter of Agency	4-25-17
Attorney Letter to GTCRD to Register Amendment	2-21-17
Registered Warranty Deed Regarding Units 45 & 46	12-21-16
Exhibit "B" Condominium Document	2-20-17
Application Impact Assessment	waived

DETERMINATION

According to Article 4 Section G.(4)(a) of the Garfield Township Ordinance the Director of Planning may authorize an Administrative Amendment provided the specific criteria below can be satisfied.

Administrative Amendment - Lone Tree II

(a) Prior to approving an amendment under Sections 423.G(4)(a) the Director of Planning shall determine that the amendment meets the following criteria:

(i) No previous amendments have been granted that, together with the proposed amendment, would exceed the standards of this section;

Finding: Based on the information submitted Staff has determined that the finding **has been met** for the following reason(s): The request to create additional open space by eliminating two approved building envelopes is unique and not a reoccurring request.

(ii) There will be no detrimental impact on any adjacent property caused by significant change in the appearance or use of the property or any other contributing factor;

Finding: Based on the information submitted Staff has determined that the finding **has been met** for the following reason(s): The request to eliminate building envelopes for open space is not considered a detriment to the PUD, neighborhood or surrounding uses.

(iii) Nothing in the currently valid special use permit precludes or otherwise limits such expansion or enlargement; **Finding:** Based on the information submitted Staff has determined that the finding **does not apply** for the following reason(s): No expansion or enlargement is requested of the PUD is being requested.

(iv) The proposal conforms to this ordinance and is in keeping with the spirit and intent of the master plan; and

Finding: Based on the information submitted Staff has determined that the finding **has been met** for the following reason(s): The request to increase open space area in this mixed residential neighborhood meets the intent of the Master Plan.

(v) The amendment proposes no increase in density.

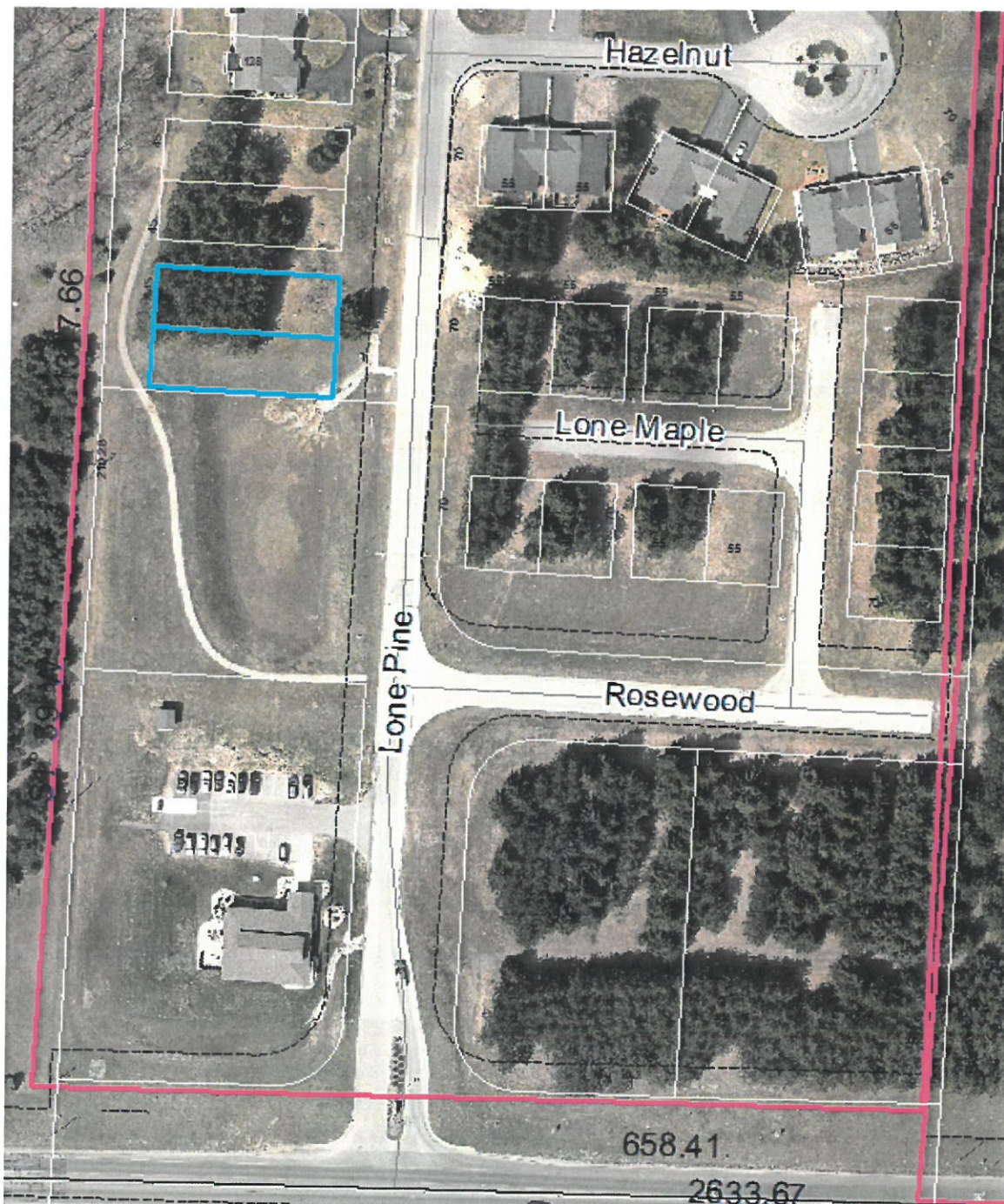
Finding: Based on the information submitted Staff has determined that the finding **has been met** for the following reason(s): The request is to decrease density by two units to create more usable open area.

STAFF COMMENT:

Based on the information provided it has been demonstrated that the standards and conditions for approval as set forth in the Garfield Township Zoning Ordinance have been met and the amendment request is considered APPROVED. This approval is specific to the elimination of units 45 & 46 as buildable units to convert them to General Common Elements as indicated in the submitted documentation. No other changes shall be acknowledged as a part of this amendment.

Below is an aerial showing the location of the units highlighted in blue(ish). This aerial does not show the approved doctors office that has been constructed on the south easterly two units.

Administrative Amendment - Lone Tree II





Charter Township of Garfield

Planning Department Report No. PD 2017-35

Prepared:	May 3, 2017	Pages:	1 of 3
Meeting:	May 10, 2017 Planning Commission	Attachments:	<input type="checkbox"/>
Subject:	Zoning Ordinance Amendment Introduction		

BACKGROUND:

Service drives are a very important aspect to access management along our roadways. Although this section was a carryover from the old ordinance, we have recognized a "typo" that we had intended on fixing however, was an oversight. This amendment is intended on fixing that oversight to ensure service drives are constructed as intended.

STAFF COMMENT

As stated above, the service drive provision is in place to reduce the amount of curb cuts and improve safety along high traffic roadways. This is not a provision that we require established businesses to adhere to as the site is already constructed. This provision applies to parcels along US-31, Hammond, LaFranier and other high traffic areas.

As currently stated, the provision in question requires the service drive to be located no closer than 150 feet to the traveled lane, however rather than have a required setback for the service drive, Staff recommends a safety based approach that instead relies on a professional review. This approach allows the professional to evaluate *all* the variables of that particular location to determine the best location of the drive as determined by safety.

The Section below is the current service drive section in its entirety:

SECTION 512 SERVICE DRIVES

All land in a parcel having a single tax code number or contiguous parcels owned by a single individual, or related individuals, or other entity or related entities, fronting on a state highway or county primary road shall be entitled to one (1) driveway or road access per parcel from said highway or road. Parcels when subsequently subdivided, either as metes and bounds described parcels, as a plat created in accord with P.C. 288 of 1967, as amended, or as a site condominium in accord with Act 59 of 1978, as amended, shall provide access by subdivision roads, other private or public roads or by service drives. Notwithstanding the requirements of the Garfield Township Subdivision Control Ordinance, the standards for service drives shall be as follows:

- A. Width: A minimum of twenty (20) feet with construction to Grand Traverse County Road Commission standards for base and thickness of asphalt.
- B. A minimum of fifteen (15) feet snow storage/landscaping area must be reserved along both sides of the service drive with the edge of the service drive located a minimum of fifteen (15) feet from the major thoroughfare right-of-way.
- C. All driveway radii shall be constructed with concrete curbs.

- D. The center line of service drives intersecting with a public or private road which in turn intersects a major thoroughfare shall be at least 150 feet from the nearest edge of the traveled portion of the major thoroughfare to provide for adequate stacking and maneuvering on the public or private road.
- E. The service drive shall be a private road maintained by adjoining property owners or users who shall enter into and record an agreement for the joint maintenance of the service drive in a reasonably safe condition.
- F. The Township Planning Commission shall review and approve all service drives to ensure consistency with the Township's Access Management Guidelines.

THE FOLLOWING TEXT IS THE PROPOSED SERVICE DRIVE SECTION WITH HIGHLIGHTED CHANGES FOR YOUR CONVENIENCE.

SECTION 512 SERVICE DRIVES

All land in a parcel having a single tax code number or contiguous parcels owned by a single individual, or related individuals, or other entity or related entities, fronting on a state highway, county primary road shall be entitled to one (1) driveway or road access per parcel from said highway or road. Parcels when subsequently subdivided, either as metes and bounds described parcels, as a plat created in accord with P.C. 288 of 1967, as amended, or as a site condominium in accord with Act 59 of 1978, as amended, shall provide access by subdivision roads, other private or public roads or by service drives. Notwithstanding the requirements of the Garfield Township Subdivision Control Ordinance, the standards for service drives shall be as follows:

- A. Width: A minimum of twenty (20) feet with construction to Grand Traverse County Road Commission standards for base and thickness of asphalt.
- B. A minimum of fifteen (15) feet snow storage/landscaping area must be reserved along both sides of the service drive with the edge of the service drive located a minimum of fifteen (15) feet from the major thoroughfare right-of-way.
- C. All driveway radii shall be constructed with concrete curbs.
- D. The center line of service drives intersecting with a public or private road which in turn intersects a major thoroughfare shall be at least 150 feet from the nearest edge of the traveled portion of the major thoroughfare located and designed to provide for adequate stacking and maneuvering on the public or private road.
- E. The service drive shall be a private road maintained by adjoining property owners or users who shall enter into and record an agreement for the joint maintenance of the service drive in a reasonably safe condition.
- F. The Township Planning Commission shall review and approve all service drives. ~~to ensure consistency with the Township's Access Management Guidelines.~~
- G. A traffic engineer shall be required to review the location and design of the service drive to ensure the location, vehicular / pedestrian conflict, queuing and secondary effects associated with the service drive.
- H. No land use permits shall be issued until the service drive is installed and inspected for compliance.

ACTION REQUESTED:

This meeting is for the purpose of introducing the amendment and scheduling it for a public hearing on June 14, 2017 if deemed appropriate. Following an opportunity for Commission discussion, the following motion is offered for consideration:

MOTION THAT *That proposed Amendment No.8 to the Charter Township of Garfield Zoning Ordinance No. 68, as described within and attached to Planning Department Report No. 2017-35, be scheduled for a public hearing on June 14, 2017.*