

**CHARTER TOWNSHIP OF GARFIELD
PLANNING COMMISSION MEETING**

Wednesday, June 10, 2015 @ 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
May 27, 2015**
- 3. Correspondence**
- 4. Reports**
 - a. Township Board
 - b. Planning Commissioners
- 5. Business to Come Before the Commission**
 - a. PD- 2015-46– Brookside Commons – (Public hearing)
 - b. PD -2015-47 – Lone Tree – Medical Office – (Conceptual)
- 6. Public Comment**
- 7. Items for Next Agenda – June 24, 2015**
 - a. Master Plan – Survey Final Review
- 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
May 27, 2015**

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

Commission Members Present: Pat Cline, Terry Clark, Gil Uithol, Joe Robertson, and John Nelson

Absent and Excused: Kit Wilson, John Racine

Staff Present: Rob Larrea

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

Commissioners noted that agenda item #7 should read "Items for Next agenda – June 10th".

Clark moved and Robertson seconded to approve the agenda as amended.

Ayes: Clark, Robertson Uithol, Cline, Nelson

Nays: None

2. Minutes

a. May 13, 2015 Minutes (7:00)

Uithol moved and Robertson seconded to adopt the May 13, 2015 Regular Meeting minutes as presented

Ayes: Uithol, Robertson, Clark, Nelson, Cline

Nays: None

3. Correspondence (7:02)

None

4. Reports:

a. Township Board (7:02)

No report

b. Planning Commissioners (7:02)

No reports

5. Business to Come Before The Commission**a. PD 2015-41 – Maple Ridge Apartments (Public Hearing) (7:02)**

The application is requesting a Special Use Permit to construct a 232 unit apartment project on a 30-acre development site on LaFranier Road. Multiple family dwellings and developments may be permitted by Special Use Permit in the R1-M Zoning District. The properties were recently rezoned from A-1 Agriculture to the current R-1M Multi-Family District. The complex will consist of nine buildings which will be a mix of one, two and three bedroom units. The application was introduced on April 8, 2015 and a Public Hearing was held on May 13, 2015. At the conclusion of the public hearing, the Planning Commission discussed the project and directed Staff to prepare Findings of Fact in support of the application.

Clark moved and Uithol seconded THAT the Finding of Fact for Special Use Permit #2015-01, Maple Ridge Apartments, BE ADOPTED.

Yeas: Clark, Uithol, Cline, Robertson, Nelson

Nays: None

Clark moved and Robertson seconded THAT the application for Special Use Permit #2015-01, Maple Ridge Apartments, BE APPROVED subject to the following conditions:

- 1. The applicant shall work with Staff to finalize landscaping plans, in particular to determine which existing trees on the site may be included towards landscaping requirements. All existing trees which are to remain on the site shall be adequately protected by snow fencing (or other similar measure) to be installed along the tree drip line prior to the issuance of a grading permit.*
- 2. The applicant shall work with Staff to identify an appropriate means to provide future cross-access between the subject property and the future development sites to the south, as well as to ensure public access to the pedestrian pathway to be constructed along LaFranier Road.*
- 3. At such time as the additional lands within the Special Use Permit legal boundary are developed through a major amendment, the applicant shall make good faith efforts to integrate the two development areas and consolidate services, such as the centrally located trash compactor, road ways and open spaces.*
- 4. The applicant shall provide two (2) full sized plan sets, one (1) 11x17" plan set and one (1) electronic copy of the full application (in PDF format) with all updates as required by the conditions of this approval and indicating compliance with all provisions of the Zoning Ordinance.*
- 5. The applicant shall record promptly the Report and Decision Order (RDO) and any amendment to such order with the Grand Traverse County Register of Deeds in the chain of title for each parcel or portion thereof to which the RDO pertains. A copy of each recorded document shall be filed with the Township within ninety (90) days of final approval by the*

Township or approval shall be considered to have expired.

Yeas: Clark, Robertson, Uithol, Cline, Nelson

Nays: None

b. Housing Task Force Presentation – John Sych (7:05)

John Sych was present to report on the Joint Housing Task Force which has representatives from the city, the townships and the county to address housing issues in our community. The Commission began meeting in October and have since finalized a report. Discussion centered around market Development Opportunities, Partnerships with Non-Profit and Private Developers, Housing Resources, and Awareness. A Target Market analysis showed that the annual demand of housing is high in the area and there seems to be a "missing middle" in terms of the types of housing. The commission has developed a Community Wide Proclamation for housing which states that an organization or municipality supports the goals for housing issues in the community. Commissioners commented on the housing in the area, the report and the cost of utility hook ups.

6. Public Comment (7:26)

None

7. Items for Next Agenda – June 10, 2015 (8:17)


a. Lone Tree – Medical Project

Larrea said the Rosewood connectivity issue is being resolved and another conceptual plan may be presented prior to submitting an application.

8. Adjournment:

Clark moved and Uithol seconded to adjourn the meeting at 7:28pm.

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

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|  | | Charter Township of Garfield | |
| | | Planning Department Report No. PD 2015-46 | |
| Prepared: | June 4, 2015 | Pages: | 1 of 2 |
| Meeting: | June 10, 2015 Planning Commission | Attachments: | <input checked="" type="checkbox"/> |
| Subject: | Brookside Commons PUD – Major Amendment | | |
| File No. | SUP #2009-01-A | Parcel No. | 05-008-022-01 |
| Applicant: | Mansfield Land Use Consultants | | |
| Owner: | WODA | | |

SUBJECT PROPERTY:

The Brookside Commons Planned Unit Development, which is located to the northwest of the intersection of N. Long Lake and Zimmerman Roads.

PURPOSE OF APPLICATION:

The application requests a major PUD to allow a reduction in setbacks, parking spaces and carports. This application was introduced on May 13, 2015 and scheduled for a public hearing on June 10, 2015.

STAFF COMMENT:

The Brookside Commons PUD was approved by the Garfield Township Board on February 26, 2009 and is currently under construction. As the project is nearing completion, the applicant has proposed some changes in final design, including a reduction in the overall number of parking spaces, a reduction in the amount of covered parking, and improvements to pedestrian/non-motorized circulation. The application also requests a reduction in the side yard setback for the residential buildings (Building Number 1 and 2) located along N. Long Lake Road, which elevates the requests to major amendment status.

The details of the application are explained in Planning Department Report No. 2015-42, and as such won't be repeated within this report. However, this report does outline certain discussion points with updates that have been made since the introduction.

Parking / Carport Reduction

During discussion, the Planning Commission was supportive of the parking reduction but questioned if the applicant defer, rather than remove, construction of the carports in the event that additional demand for covered parking exists. This would avoid the need for a future PUD amendment to build more carports. Any eventual recommendation for approval will include flexibility to allow for administrative approval of additional, future carports in appropriate locations as deemed appropriate by Staff, apartment management, and MSHDA.

Setback Reductions - New Parcels

During discussion, the Planning Commission was supportive of the 5-foot setback for the new residential parcel, which will encompass Buildings #1 and #2 along North Long Lake Road. At issue were the 5-foot setbacks between commercial sites "B" and "C," which was not supported. The applicant indicated that this new commercial property line and associated 5-foot setbacks would be removed, however it is still indicated on site plans. This should be discussed and any approval conditioned accordingly.

Pedestrian Circulation:

Staff report No. 2015-42 suggested that the Planning Commission consider requirements to upgrade the pedestrian pathway network from woodchips to either concrete or asphalt. The applicant has responded by proposing a network of 6-foot asphalt trails both along Zimmerman Road, and also along the residential portions of North Long Lake Road. As proposed, final completion of the pathway along North Long Lake Road would be left to the commercial phases of the site.

A more detailed description of original and proposed pathways is included on the attached application update. Notably, the Commission should discuss the changes from a 4-foot concrete pathway to a 6-foot bituminous pathway in certain locations. Concrete is a more durable and attractive material than asphalt, but is also more expensive. The durability issue may be addressed by a condition of approval requiring periodic maintenance and upkeep of the asphalt trails if they are to be permitted.

ACTION REQUESTED:

Following an opportunity for applicant presentation, public comment, and further Commission discussion, the Planning Commission is asked to direct staff to prepare documentation for or against recommendation of approval for consideration at the June 24th work session meeting.

Attachment:

June 3, 2015 Application Update

June 3, 2015

Rob Larrea, Planning Director
Charter Township of Garfield
3848 Veterans Drive
Traverse City, MI 49684

RE: Brookside Commons –SUP# 2009-01

Dear Rob,

As part of this request for an amendment to SUP #2009-01 Brookside Commons, the developer is offering the following improvements to the pedestrian circulation on-site as illustrated in the attached drawing. The proposed pedestrian circulation modifications are a significant improvement to what was required as part of the original SUP approval, and will be implemented as part of the current phase of construction.

Proposed improvements to pedestrian circulation include:

1. **The original SUP required** a woodchip trail along Zimmerman Road.
The proposed SUP amendment is offering a 6-foot wide asphalt trail along Zimmerman Road.
2. **The original SUP required** a 4-foot wide concrete sidewalk along Rosewood Drive.
The proposed SUP amendment is offering a 6-foot wide asphalt trail along Rosewood Drive.
3. **The original SUP required** a 4-foot wide concrete sidewalk from the community building to buildings 1 and 2.
The proposed SUP amendment is offering a 6-foot wide asphalt trail from the community building to buildings 1 and 2.
4. **The original SUP did not require** any trail along North Long Lake Road.
The proposed SUP amendment is offering a 6-foot wide asphalt trail along North Long Lake Road, with the portion of trail fronting residential buildings 1 and 2 to be built as part of this current phase of construction. The remaining trail fronting the commercial lots will be constructed as part of the development of each individual commercial use.

Feel free to contact me at (231) 946-9310 x 1003 or petrak@maaeps.com should you require any additional information or have any questions.

Sincerely,



Petra Kuehnis, RLA

GENERAL CONSTRUCTION NOTE

1. THE DEVELOPER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL GOVERNMENT AND THE STATE OF MICHIGAN.
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BROOKSIDE COMMONS APARTMENTS

FUTURE BROOKSIDE COMMONS COMMERCIAL AREA

LAND AREA CALCULATIONS

| Category | Area (Acres) |
|-------------------|--------------|
| Commercial Area | 1.15 |
| Residential Area | 1.15 |
| Parking Area | 1.15 |
| Other Area | 1.15 |
| Total Area | 4.55 |

SNOW STORAGE CALCULATIONS

| Category | Area (Acres) |
|-------------------|--------------|
| Snow Storage Area | 1.15 |
| Other Area | 1.15 |
| Total Area | 2.30 |

CONSTRUCTION NOTE

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BROOKSIDE COMMONS APARTMENTS

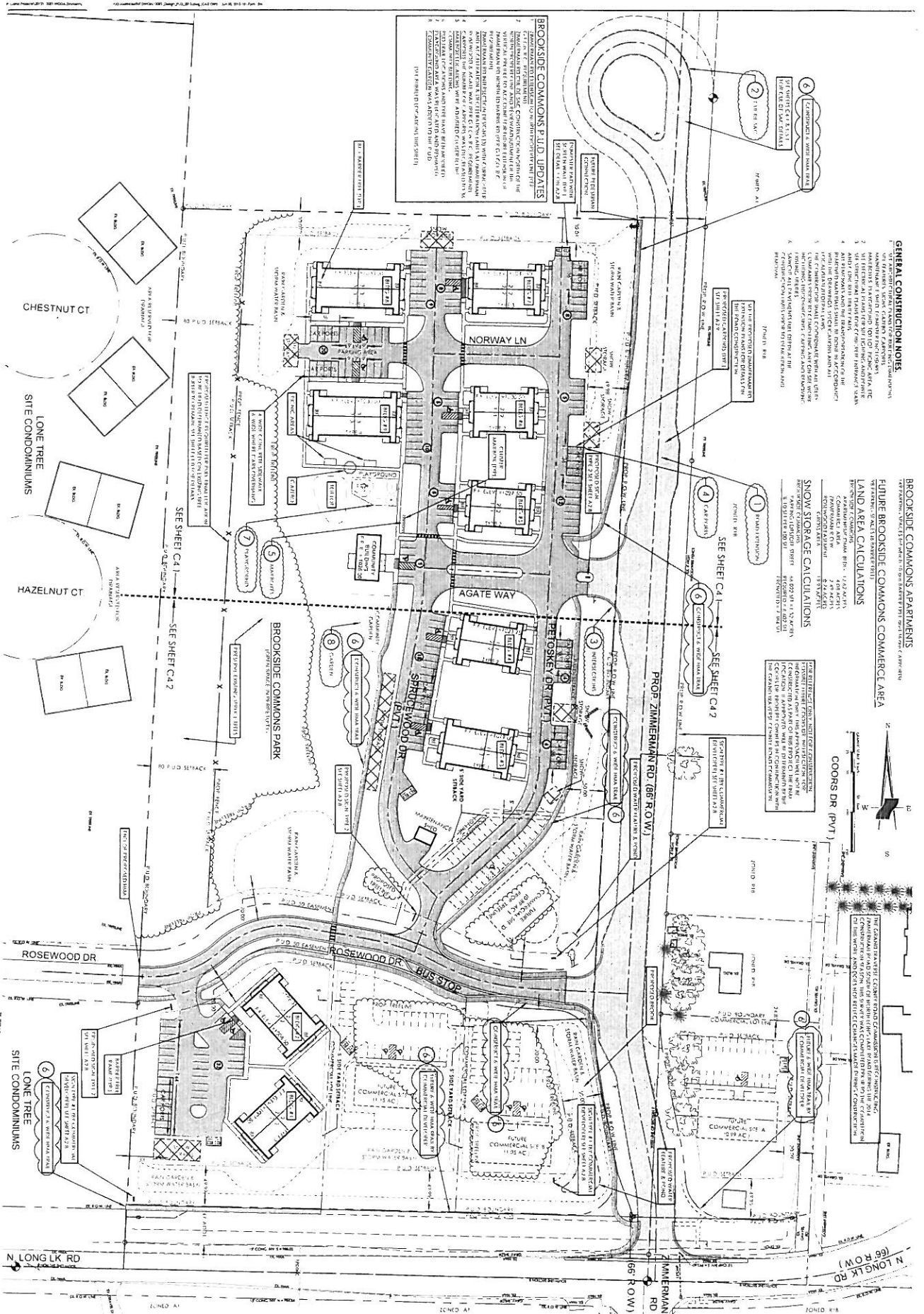
FUTURE BROOKSIDE COMMONS COMMERCIAL AREA


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|  Charter Township of Garfield Planning Department Report No. 2015-47 | | |
| Prepared: | June 3, 2015 | Pages: 1 of 2 |
| Meeting: | June 10, 2015 – Planning Commission | Attachments: <input checked="" type="checkbox"/> |
| Subject: | Conceptual Review – Medical Office | |
| File No. | N/A | Parcel No. 222-(002&003)-00 |
| Applicant: | Bob Yvonne - Traverse City Medical Properties LLC | |
| Owner: | Douglas Rexroat; PR Investments | |

STAFF COMMENT:

At its meeting on May 13, 2015 the Planning Commission held a conceptual review for development of the two remaining commercial sites within the Lone Tree PUD. The general concept plan is for construction of two additional medical offices within the project.

Based on that discussion, the applicant has incorporated certain changes to the conceptual plan as outlined below and requested a second conceptual review.

DISCUSSION:

Rosewood Connection: Discussions since the previous Planning Commission meeting have taken place with the stakeholders of Lone Tree PUD. They appear to be taking the necessary steps to rectify the connectivity issue and comply with the original PUD requirement. This would negate the need for a traffic study at this location.

Access to the site: The applicant would like to continue the discussion regarding location of the sites' entrance. Planning Commissioners appeared split on whether the property should be located off of Lone Pine, across from the dental office, or off of Rosewood Drive. Further discussion is therefore requested.

Based upon a site visit and evaluation Staff remains concerned with a Lone Pine access point, and questions the need for it. Though the drive is properly located directly across from the Beers Dental drive, it is also only about 60 feet from Rosewood Drive, generating concerns over possible turning movement conflicts as vehicles turn left and right out of Beers Dentistry, the medical office, and Rosewood. Also please note that Beers Dental did not have the option of a non-Lone Pine access point.

Although it has not yet been indicated on site plans, the Commission should also discuss with the applicant the possibility of one shared access point to the medical sites via Rosewood Drive.

Access Between sites: The applicant has designed the parking area with a future connection to the neighboring parcel as requested by the Planning Commission.

Setbacks: The applicant mentioned a possible waiver on the 50 perimeter setback however this action would require a Major Amendment application to be filed.

Storm water: Planning Commissioners questioned placing the storm water containment within the setback area and requested that Staff review the approval to determine if this practice was permitted. Following review of the PUD it does not appear that any restrictions were placed on the Lone Tree project regarding this concern. Similarly, the adjacent Brookside Commons PUD has storm water containment located within the setback areas.

ACTION REQUESTED:

This second conceptual review is an opportunity for the Planning Commission to provide the applicant with additional informal guidance. No formal action is necessary at this time.

Attachments:

Second Lone Tree Medical Office conceptual review application

Robert A. Yvon

A R C H I T E C T, LLC

34 E. Ninth St. Traverse City, MI 49684
(231) 883-9461 rayvonarch@charter.net

June 3, 2015

Planning Commission
c/o Rob Larrea, Planning Director
Charter Township of Garfield
3848 Veterans Drive
Traverse City, MI 49684

Dear Commission Members:

The attached application, conceptual site plan and project description are being submitted for a second conceptual review for a proposed new building at the Lone Tree development at the corner of North Long Lake Road and Lone Pine Road.

The property is currently under a P.U.D. designation as part of the Lone Tree subdivision. This second conceptual review is being requested to determine if the applicant can reasonably develop the parcel (05-222-002-00) for the proposed medical office use, and, at a future time, anticipate being able to develop a similar use on the adjacent parcel (05-222-03-00).

As we discussed at our previous conceptual review and with the township planning director, Rob Larrea, and zoning administrator, Sara Kopriva, we have reviewed the goals and guidelines applicable to this property, and we're confident that the proposed use and development concept are consistent with those goals and with the original intent of the property when the Lone Tree subdivision was approved.

We have taken the input from our earlier review session with the Planning Commission and incorporated appropriate adjustments and improvements to the plan, including: verifying storm water control and treatment design on the subject parcel and within the Lone Tree development; maintaining some of the existing trees to provide mature landscaping and a buffer to the adjacent property; setting grading for the two parcels to provide for a potential interior connection between the parking areas shown; and providing a pedestrian/bicycle path along North Long Lake Road.

We look forward to an opportunity to discuss the proposed project with you to establish a basis for moving the project ahead in a timely fashion. Thank you for your time and input.

Sincerely,



Robert A. Yvon

cc: R. Nielsen, R. Taylor

Robert A. Yvon

A R C H I T E C T, LLC

134 E. Ninth St. Traverse City, MI 49684
(231) 883-9461 rayvonarch@charter.net

Project Description for Proposed Medical Office at Lone Tree Subdivision for Traverse City Medical Properties LLC -- June 3, 2015 (updated)

Outline:

location: parcel 05-222-002-00, intersection of North Long Lake and Lone Pine Roads

parcel size: 43,652 sf (1 acre)

vehicle access: from Lone Pine Road, in consideration of safety, appropriate use of the property, and consideration of site topography

proposed use: medical office

proposed building: 1 story, 8,000 sf

parking: 8,000 sf gross building area x 80% = 6,400 sf net building area
@ 1 parking space per 200 sf = 32 spaces (30 provided as shown)

storm water accommodation: per current standards and established engineering for the Lone Tree development; requirements for this parcel (and confirmation of current stormwater retention areas) have been determined by the site engineer for the original Lone Tree development, and will be handled with minimal retention (forebays) per current township requirements and design standards applicable to this property

Description:

The property under consideration is at the east side of the entrance to the Lone Tree development. The proposed access from Lone Pine Road is located opposite the existing driveway to Dr. Beers' dental clinic, allowing patients/clients to clearly identify the access to the clinic, providing a safe approach and reducing the potential traffic within the residential area of the Lone Tree development; this location also reduces conflicts for both arriving and departing vehicle traffic.

This driveway location also addresses the challenges of providing an appropriate relationship between the existing road, parking and building elevations, and results in a better setting for the building relative to the existing grades, especially when viewed from North Long Lake Road. (The site currently has an elevation change of about 16', generally sloping down from the northeast to the southwest.)

Rosewood Road in the Lone Tree development is intended to connect to and through the adjacent Brookside development, providing vehicle access to the extended Zimmerman Road and the traffic light at the the Zimmerman/N. Long Lake intersection.

Identifying signage is proposed on the building itself; modest signage is proposed at Lone Tree Road to efficiently identify the access to parking.

The setbacks shown are those that were established when the Lone Tree subdivision was approved.

The proposed project will be served by public water and sanitary sewer systems.

Site development and finishing will establish an attractively landscaped setting meeting or exceeding township guidelines.

Future development of the adjacent parcel is included here only for review purposes relative to the potential use of that property, whether by the current applicant or others; an interior connection between parking areas may be provided if that parcel is developed with a compatible or allied use.