

CHARTER TOWNSHIP OF GARFIELD  
PLANNING COMMISSION MEETING

Wednesday, June 8, 2016 @ 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
  - a. May 11., 2016
  - b. May 25, 2016
3. Correspondence
  - a. Grand Traverse Conservation District – May
  - b. Letter from Stanley O. Simons
4. Reports
  - a. Township Board
  - b. Planning Commissioners
  - c. Planning Department
    - i. Administrative Amendment - Ashland Park
    - ii. Administrative Amendment - GDO Investments - Oleson's Grocery Expansion
5. Business to Come Before the Commission
  - a. Crown PUD - Public Hearing
6. Public Comment
7. Items for Next Agenda
  - a. To be Determined
8. Adjournment

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

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**CHARTER TOWNSHIP OF GARFIELD  
PLANNING COMMISSION MEETING  
May 11, 2016**

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

**Roll Call of Commission Members: (7:00)**

Present: Kit Wilson, Terry Clark, Gil Uithol, John Nelson, Pat Cline, Joe Robertson, and John Racine

Staff Present: Brian VanDenBrand

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

*Nelson moved and Wilson seconded to approve the agenda as presented.*

*Ayes: Nelson, Wilson, Uithol, Cline, Robertson, Clark, Racine*

*Nays: None*

2. **Minutes (7:01)**

a. **April 13, 2016 Minutes**

*Clark moved and Uithol seconded to approve the minutes of April 13, 2016 as presented.*

*Ayes: Clark, Uithol, Wilson, Nelson, Robertson, Cline, Racine*

*Nays: None*

3. **Correspondence (7:01)**

Grand Traverse Conservation District Monthly Report

4. **Reports (7:01)**

**Township Board Report**

Wilson said that new Zoning Administrator Michael Green started last week.

**Planning Commissioners**

Nelson said that the Cass Road bridge replacement is underway and some historical items are being found.

**Planning Department –Reid Update – LaFranier Rezone**

VanDenBrand said that the Reid daycare application was authorized and that the proposed LaFranier rezoning is still postponed.

5. **Business to Come Before the Commission**

a. **PD 2016-32 Kings Court Rezoning Request – Continued Discussion (7:04)**

The revised application requests to rezone approximately 31 acres of land

from the A-1 Agricultural District to the R-M Mobile Home Residential District. The application affects two properties located to the North of Lloyd Lane, to the west of LaFranier Road and to the east of Keystone Road. One parcel is already partially zoned R-M and is the site of the existing King's Court manufactured home park. The other parcel is vacant except for a single family home which exists on the south side of the site.

The applicant has proposed a couple changes to the application to address initial concerns of the commission. The south boundary line has been shifted north, from the neighboring property line by 200 feet and away from Lloyd Lane by 500 feet, resulting in approximately 6-less acres that would be rezoned to R-M. Within the remaining agricultural zoned property to the south, a large multi-purpose retention and detention area is proposed and will be subject to further Planning Commission review in the future.

*Nelson moved and Clark supported THAT the Findings of Fact for application Z-2016-02, as presented in Planning Department Report 2016-32, BE ADOPTED.*

*Yeas: Nelson, Clark, Wilson, Uithol, Cline, Robertson, Racine  
Nays: None*

*Nelson moved and Uithol seconded THAT Application Z-2016-02 to rezone certain lands from the A-1 Agricultural District to the R-M Mobile Home District, BE RECOMMENDED FOR APPROVAL to the Township Board.*

*Yeas: Nelson, Uithol, Wilson, Cline, Robertson, Clark, Racine  
Nays: None*

**b. PD 2016-33 Crown PUD – Major Amendment Introduction (7:11)**

The application requests an amendment to remove the existing clubhouse building at East Crown Drive and replace it with a new structure. The new facility will contain a new community gathering space and outdoor pool/spa, a project development office, four “stay and play” dwelling units. The application is considered a major amendment to the PUD. The subject parcel is within the Crown Planned Unit Development on West Silver Lake Road and has an underlying zoning of A-1 Agricultural.

Tom Piehl, the architect said that they are asking for an amendment to the Crown PUD which would include transient use approval for the property. The new building will house a community room, development office, and four stay and play two bedroom condos and an outdoor pool/spa. At this time, use of the condos would not be limited to Crown residents. The property is well buffered and stormwater will drain into the golf course ponds. Commissioners discussed the proposal and asked questions about

the management of the property, parking and the transient nature of the condos.

Commissioners had concerns with the use of the pool and memberships relating to the pool. Commissioners were assured that only people who were purchasing golf packages would most likely be staying in the condos. Commissioners asked if there was any feedback from residents and Piehl said that there have not been any formal attempts to gather input on the project.

*Nelson moved and Cline seconded THAT application SUP 1991-10-L for a Major Amendment to the Crown PUD be accepted and scheduled for a Public Hearing on June 8, 2016.*

*Yeas: Nelson, Cline, Wilson, Uithol, Robertson, Clark, Racine*

*Nays: None*

**c. PD 2016-34 Olesons Service Drive Approval (7:55)**

The application requests site plan review and possible approval of a service drive to allow for the division of the property. The property is a large vacant parcel located on the west side of U.S. 31 South between Rennie School Road and Meadow Lane Drive. The service drive is proposed along roughly 1,500 feet of the property's northern road frontage on U.S. 31. The owner would like to divide out smaller parcels of land for individual sale and development along U.S. 31. The zoning ordinance requires that a service drive be established to provide shared access to the individual sites. The owners propose to complete a bike path as well. The parent parcel goes further south but this service drive will cover only a portion between KFC and furniture store.

*Robertson moved and Uithol seconded THAT SPR 2016-01, submitted by the Oleson Foundation to establish a service drive and pedestrian travel way on portions of parcel 05-032-001-00, BE APPROVED with the following conditions and deleting condition "d":*

**1. Construction requirements:**

- 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.*
- 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.*

2. *All future development sites in the project area shall be accessed via the approved service drive and shall not be permitted additional individual curb cuts to US-31. Appropriate service drives and access management for the remainder of the parcel shall be accommodated at the time of its development.*
3. *Provisions for construction of a non-motorized pathway shall be provided to the satisfaction of the Planning Department.*
4. *That all agency reviews and final engineering review by the township's consultant are received prior to the construction of the drive.*
5. *That updated site plans with corrections and clarifications on the easements are provided to staff prior to applications for permits.*
6. *That a landscape plan be provided as a condition of future land divisions or condominium development.*
7. *That any and all MDOT requirements be approved as a part of this approval unless specifically conflicting with the Garfield Township Zoning Ordinance. In the case of conflict Staff or Planning Commission shall review the issues for compliance.*
8. *That a letter by an engineer, signed and sealed, be provided to the Zoning Administrator certifying the construction of the service drive to township specifications be provided prior to the construction of any structures on the property.*

*Yeas: Robertson, Uithol, Clark, Wilson, Cline, Nelson, Racine*

*Nays: None*

**d. PD 2016-35 – Ashland Park PUD – Conceptual Review (8:16)**

The applicant requests conceptual review of a new development plan for three phases of the PUD. The Ashland Park PUD was approved previously, but demand for the residential units within the development never materialized. At this time, only seven residential buildings have been built. The applicant would like to revise the plan to fit the current real estate market and revitalize the development. They wish to convert a number of small-lot condominiums and attached unit structures to a more traditional site condo development.

Ben Brower and Dave Socks addressed the Planning Commission regarding their proposal. They would like to amend the old PUD approved in 2005 to allow for Phase Three to be single family homes. The density would not be as great and they hope to revive Ashland Park and create a viable residential neighborhood with tree lines and sidewalks and very little impervious surface. One lot would be added but they would lose 113 units in phase three. There would be 6 ft. wide trails throughout the development. Commissioners discussed the proposal and appeared to like the proposed plan.

**7. Public Comment (8:33)**

Bob Bovee said he would love to see something done with the Ashland Park and is looking forward to the development.

8. **Items for Next Agenda – May 25, 2016 (8:34)**
  - a. **To be determined**

9. **Adjournment**  
*Nelson moved to adjourn the meeting at 8:37pm.*

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

**CHARTER TOWNSHIP OF GARFIELD  
PLANNING COMMISSION MEETING  
May 25, 2016**

**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: Terry Clark, Gil Uithol, John Nelson, Pat Cline, Joe Robertson, and John Racine

Absent and Excused: Kit Wilson

Staff Present: Rob Larrea

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

*Clark moved and Uithol seconded to approve the agenda as presented.*

*Ayes: Uithol, Cline, Clark, Robertson, Nelson, Racine*

*Nays: None*

**2. Minutes (7:01)**

**3. Correspondence (7:01)**

Letter from Haggard's Plumbing and Heating regarding the Crown PUD amendment request.

**4. Reports (7:02)**

**Township Board Report**

Larrea said that the Ordinance Amendment was passed and the moratorium on Planned Shopping Center signage will expire on June 6, 2016.

**Planning Commissioners**

No reports

**Planning Department – Moratorium Update, Training**

Larrea reported that he is working on obtaining a CD for a study session which would focus on vacation home rentals. It should be made clear that the Township Board has already made a decision on vacation home rentals in the R-1 district, but other districts could be reviewed.

**5. Business to Come Before the Commission**

**a. PD 2016-38 Master Plan Discussion – Goals & Objectives Continued (7:04)**

Larrea presented a summary of common responses regarding traffic, road and transportation. He also drafted goals and objectives on these items and asked for commissioner feedback. Commissioners reviewed the



goals and objectives for transportation and thought that the township should address specific corridors such as Hammond Road and South Airport Road.

Commissioners discussed the section which included Natural Resources Goals and Objectives and agreed to specifically point out low impact development in the area.

Commissioners reviewed the Parks and Recreation goals and objectives and wanted the Parks Commission to also review the goals and objectives as well. They also thought looking into exercise parks was a positive step, but were wary of dog parks.

The goals and objectives for Agricultural Preservation were reviewed and commissioners agreed that they wanted to encourage agricultural activities and agribusiness. Defining prime agricultural areas could be achieved through a study.

Public transportation: Bus access was considered to be a big plus for the goals of public transportation and making sure that the fire department and Sherriff's department reviewed plans for safety before any approvals were given was an important point with which commissioners agreed.

Encouraging residential PUD's and PURD's was important to commissioners in the housing objective and commissioners agreed that PURD's needed an objective of its own.

Commissioners agreed that PUD's needed to be encouraged in commercial development and should be added as an objective. Larrea brought up signage in PUD's and said that 100 sq. feet was allowed by right at this time but increased signage was not permitted.

Commissioners also thought that before finalizing any master plan, thought should be given to communities which border the township and a review of their uses on the border should be reviewed. Public involvement in the Master Plan process will be discussed and brought forth hopefully by August.

7. **Public Comment (8:03)**

None

8. **Items for Next Agenda – June , 2016 (8:03)**

- a. **Crown PUD – Pubic Hearing**
- b. **Lucky's Market – Buffalo Ridge PUD**

9. **Adjournment**

*Nelson moved to adjourn the meeting at 8:07pm.*

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



### Monthly Parkland Responsibilities

Coordinated trail steward activities, performed routine maintenance on all trails, and performed trailhead maintenance tasks where appropriate.

### Nature Center Visitation this Month 1,221

Program Participants this month 1,057

Drop ins this month 164

Nature Center Visitation this year 3,567

Nature Center Visitation since 2008 66,319

Nature Center 978

Visitation May 2015

Program Participants 876

May 2015

Drop ins May 2015 102

### Activity Detail

Hosted "Hike it Baby" outdoor family group. Around 20 families attended. The organizer would like to foster a continued partnership

10 Nest programs performed serving 403 students  
Finished our Peepers season with 54 on the Tuesday program and a specialty program with 17 bringing total Peepers served to 554. **That is a 13.5% increase increase over last year**

Birthday Party performed with 13 children and 15 adults  
4 Streamside programs were performed serving 102 students  
Families First article submitted on things to do at the BRNC

Assist plan and Execute the 75th Celebration  
Attended Community Volunteer Appreciation event  
Opened the Nature Center up for two Saturdays and had specialty program each Saturday  
Nature Day Camp Licensing submitted and received confirmation that we are licensed pending inspection

Assisted growers as they work towards MAEAP verification  
Provided MAEAP updates for Antrim, Benzie, and Leelanau Conservation District's Board of Directors.  
Conducted 7 on farm risk assessments

Conservation District Pillar	Location of activity	Property Owner	Staff Lead (initials)
Education	Boardman River Nature Center	Grand Traverse County TCNT	
Education	Boardman River Nature Center	Grand Traverse County TcVT/MK	
Education	Boardman River Nature Center	Grand Traverse County TC	
Education	Boardman River Nature Center	Grand Traverse County TCNT	
Education	Boardman River Nature Center	Grand Traverse County TC/MK	
Education	Boardman River Nature Center	Grand Traverse County TC	
Education	Boardman River Nature Center	Grand Traverse County TC	
Education	Other	N/A	TC
Education	Boardman River Nature Center	Grand Traverse County TCNT/MK	
Education	Other	N/A	TC
Agriculture	On Farm	Private Property	JA/LR
Agriculture	Other	N/A	JA/LR
Agriculture	On Farm	Private Property	JA/LR

Conducted 6 new MAEAP verifications	Agriculture	On Farm	Private Property	JA/LR
Conducted 1 MAEAP re-verification	Agriculture	On Farm	Private Property	JA/LR
Attended Grand Traverse Fruit Grower Council meeting on May 3	Agriculture	Other	N/A	JA/LR
Attended P45 Vines and Wines First Friday meeting on May 6	Agriculture	On Farm	Private Property	JA/LR
Assisted with GT County Household Hazardous Waste Collection on May 12	Agriculture	Community Event/Festival	Grand Traverse County	JA/LR
Hosted MAEAP quarterly meeting with MDARD Regional Coordinator on May 25	Agriculture	Boardman River Nature Center	Grand Traverse County	JA/LR
Attended local fruit tree pest management meeting on May 31	Agriculture	On Farm	Private Property	JA/LR
5/4 - Presented <i>Habitat Matters</i> to Interlochen Women's Club (25 attendees)	Stewardship (Boardman River and Non-parklands ISN)	Leelanau/Benzie/Manistee Counties	N/A	EC
5/4 - Participated in ISN Steering Committee meeting	Stewardship (Boardman River and Non-parklands ISN)	Leelanau/Benzie/Manistee Counties	N/A	KEG/ISN Team
5/9 - Interviewed by 9&10 News ( <a href="#">GLRI-focused</a> ): 120k FB likes on their page	Stewardship (Boardman River and Non-parklands ISN)	Leelanau/Benzie/Manistee Counties	N/A	KEG
5/13 - Interviewed by 9&10 News ( <a href="#">GM paper/Paperworks partnership</a> ): 120k Facebook "likes" on their page	Stewardship (Boardman River and Non-parklands ISN)	Leelanau/Benzie/Manistee Counties	N/A	KEG
5/14 - Interviewed by <a href="#">NatureChange.org</a> (garlic mustard workbees); >10k website hits	Stewardship (Boardman River and Non-parklands ISN)	Leelanau/Benzie/Manistee Counties	N/A	KEG
5/7 - GT GM Workbee: 7 volunteers, 21 volunteer hours, 1 acre, 10 bags	Parklands (including Parklands-based ISN)	Natural Education Reserve/Boardman Valley Nature Preserve	Grand Traverse County	KEG/ISN Team
Met with Boardman Lakefront property owner re: shoreline buffer	Stewardship (Boardman River and Non-parklands ISN)	Boardman River and its tributaries	Private Property	SL
Spoke with MDNR Conservation Officer re: Underage youth camping and drinking at Brown Bridge during opening weekend of trout opener. The officer reported that he issued several tickets.	Parklands (including Parklands-based ISN)	Brown Bridge Quiet Area	City of Traverse City	SL
Met Mike Molon from Molon and Heather Rawlings from the USF&WS re: shallow wetland project.	Parklands (including Parklands-based ISN)	Brown Bridge Quiet Area	City of Traverse City	SL
Prepared powerpoint presentation for Rotary re: District's 75th anniversary	Stewardship (Boardman River and Non-parklands ISN)	Other	N/A	SL

Reviewed and commented on maintenance plan for proposed instream habitat improvement project at Brown Bridge	Stewardship (Boardman River and Non-parklands ISN)	Boardman River and its tributaries	City of Traverse City	SL
Attended a West Boardman Lake Trail planning meeting.	Stewardship (Boardman River and Non-parklands ISN)	Other	City of Traverse City	SL
Worked on Boardman River Watershed Prosperity Plan	Stewardship (Boardman River and Non-parklands ISN)	Other	N/A	SL
Assisted with Frequently Asked Questions flyer for the Boardman Dam Removal project	Stewardship (Boardman River and Non-parklands ISN)	Boardman River and its tributaries	Grand Traverse County	SL
Sat in on WTCM's Crystal Frost Show to promote the District's 75th Anniversary and the Boardman River Clean Sweep kayak raffle.	Stewardship (Boardman River and Non-parklands ISN)	Other	N/A	SL
Downloaded temperature logger data at 7-locations and removed loggers for service.	Stewardship (Boardman River and Non-parklands ISN)	Boardman River and its tributaries	N/A	SL
Met Soil Erosion Inspector, Gwen Zagore re: the City's Supplemental Environmental Project upstream of the former impoundment.	Stewardship (Boardman River and Non-parklands ISN)	Boardman River and its tributaries	City of Traverse City	SL
Cut and re-arranged downed trees blocking the river for safe navigation prior to the Holiday weekend.	Stewardship (Boardman River and Non-parklands ISN)	Boardman River and its tributaries	N/A	SL
Prepared for and conducted a Brown Bridge Advisory Committee meeting	Parklands (including Parklands-based ISN)	Brown Bridge Quiet Area	City of Traverse City	SL, RR
Assisted with set up for the 12th annual Boardman River CleanSweep	Stewardship (Boardman River and Non-parklands ISN)	Boardman River and its tributaries	N/A	SL
Spoke to folks from Bethlehem Church re: Tree planting project	Parklands (including Parklands-based ISN)	Brown Bridge Quiet Area	City of Traverse City	RR
Orientated two Parkland Interns - Logan Krieger; Lauren Brennan	Parklands (including Parklands-based ISN)	Other	N/A	RR, TV
Coordinated and participated in a Keller Williams Red Day work bee at the Sculpture Court	Parklands (including Parklands-based ISN)	Other	N/A	RR
Prepared a grant application to the DTE Foundation to plant trees in the bottomlands	Parklands (including Parklands-based ISN)	Boardman River and its tributaries	City of Traverse City	RR
Coordinated the trail signage project at the NER	Parklands (including Parklands-based ISN)	Natural Education Reserve/Boardman Valley Nature Preserve	Grand Traverse County	RR
Helped gather, stage, and launch canoes for Grand Traverse Academy school float	Education	Boardman River and its tributaries	N/A	RR
Cleared trees for new Grasshopper Creek boardwalk	Parklands (including Parklands-based ISN)	Brown Bridge Quiet Area	City of Traverse City	RR

Purchased and transported 60 bales of straw that was used as mulch for conservation seeding at wildlife habitat improvement timber harvest site	Parklands (including Parklands-based ISN)	Brown Bridge Quiet Area	City of Traverse City	RR
Replaced fencing at West Overlook parking area. Coordinated and attended HMAC and Rec Authority meetings	Parklands (including Parklands-based ISN) Parklands (including Parklands-based ISN)	Brown Bridge Quiet Area Hickory Meadows	City of Traverse City Joint Recreational Authority	RR, TV TV
Coordinated and led work bee event with the Children's House Montessorie School at Hickory Meadows	Parklands (including Parklands-based ISN)	Hickory Meadows	Joint Recreational Authority	TV
Coordinated and led Hickory Meadows work bee event and garlic mustard pull with 4-H Youth Program and local community	Parklands (including Parklands-based ISN)	Hickory Meadows	Joint Recreational Authority	TV
Contacted Consumers Energy in regards to remediation to the mid-Randolph gate access	Parklands (including Parklands-based ISN)	Hickory Meadows	Joint Recreational Authority	TV
Contacted Popp Excavating for trail improvement project through East Meadow	Parklands (including Parklands-based ISN)	Hickory Meadows	Joint Recreational Authority	TV
Acquired bids for a willife survey at Hickory Meadows which is advised by HMAC and in accordance with	Parklands (including Parklands-based ISN)	Hickory Meadows	Joint Recreational Authority	TV
Contacted the Audubon Club to conduct a bird survey at the Hickory Meadows	Parklands (including Parklands-based ISN)	Hickory Meadows	Joint Recreational Authority	TV
Spread mulch in low areas along trails at Hickory Meadows	Parklands (including Parklands-based ISN)	Hickory Meadows	Joint Recreational Authority	TV
Repaired fencing at Long Lake Trailhead at the Commons	Parklands (including Parklands-based ISN)	Commons Natural Area	Garfield Township	TV
Attended Commons trail planning meeting	Parklands (including Parklands-based ISN)	Commons Natural Area	Garfield Township	TV
Coordinated Miller Creek NR clean-up event with GT County Sheriff Dept in which a 20 yd dumpster was filled	Parklands (including Parklands-based ISN)	Miller Creek Nature Reserve	Garfield Township	TV, RR
Met with contractors to bid out floating fishing dock on pond at Miller Creek NR	Parklands (including Parklands-based ISN)	Miller Creek Nature Reserve	Garfield Township	TV
Cleared down trees along trails at Miller Creek NR	Parklands (including Parklands-based ISN)	Miller Creek Nature Reserve	Garfield Township	TV
Coordinated and led Green-agers volunteer work event with TC West Middle School students at Kids Creek Park which involved native plantings and other park improvements	Parklands (including Parklands-based ISN)	Kid's Creek Park	Garfield Township	RR
Coordinated stocking of Kid's Creek pond for trout and blue gill	Parklands (including Parklands-based ISN)	Kid's Creek Park	Garfield Township	TV

Acquired bids for leveling of fishing platform at KC park at Silver Lake RA	Parklands (including Parklands-based ISN)	Kid's Creek Park	Garfield Township	TV
Contracted SEEDS crew to instal Hidden Lake Connector at Silver Lake RA	Parklands (including Parklands-based ISN)	Silver Lake Recreation Area	Garfield Township	TV
Met with Brian VanDenBrand and Todd Lewis to review proposed disc golf course preliminary design at Silver Lake RA	Parklands (including Parklands-based ISN)	Silver Lake Recreation Area	Garfield Township	TV
Coordinated with TART in planning for a BRT work bee event from YMCA to Sabin Dam at BVNP	Parklands (including Parklands-based ISN)	Natural Education Reserve/Boardman Valley Nature Preserve	Garfield Township	TV
Coordinated the installation of trail intereseect maps along the NER	Parklands (including Parklands-based ISN)	Natural Education Reserve/Boardman Valley Nature Preserve	Grand Traverse County	RR
Constructed trail re-route north of Keystone Rapids Trailhead due to river bank failure	Parklands (including Parklands-based ISN)	Natural Education Reserve/Boardman Valley Nature Preserve	Grand Traverse County	RR
Contracted the construction of Grasshopper boardwalk at BBQA	Parklands (including Parklands-based ISN)	Brown Bridge Quiet Area	City of Traverse City	TV
Repaired fencing at West Overlook parking lot at BBQA	Parklands (including Parklands-based ISN)	Brown Bridge Quiet Area	City of Traverse City	RR
Coordinated seeding of staging area from wildlife clearing this past winter at BBQA	Parklands (including Parklands-based ISN)	Brown Bridge Quiet Area	City of Traverse City	RR
Forester made 5 on-site visits with landowners involving 100 acres	Stewardship (Boardman River and Non-parklands ISN)	Other	Private Property	
Forester met with TC city officials regarding urban forestry	Stewardship (Boardman River and Non-parklands ISN)	Other	City of Traverse City	
<b>SL</b> = Steve Largent, Conservation Team Coordinator/Boardman River Program Coordinator				
<b>TV</b> = Tom Vitale, Parkland Steward				
<b>SS</b> = Sam Shaughnessy, Administrative Assistant				
<b>TF</b> = Tricia Forgrave, Finance & HR Coordinator				
<b>MC</b> = Marsha Barber Clark, Executive Director				
<b>MK</b> = Max Kotelniki, AmeriCorps VISTA member				
<b>KEG</b> = Katie Grzesiak, ISN Coordinator				
<b>RR</b> = Reb Ratliff, Parkland Steward				
<b>TC</b> = Taryn Carew, Education Director				

**KR** = Kama Ross, District Forester (GT; Leelanau; Benzie)

**EC** = Emily Cook, ISN Outreach Specialist

**LR** = Laura Rigan, MAEAP Technician

**JA** = Jessica Alpers, MAEAP Technician

**FR** = Fields Ratliff, ISN Habitat Management Specialist

**MO** = Miriam Owsley, ISN Outreach Assistant

**ISN Crew** = ISN seasonal employees

**VT** = Victoria Tatum, Nature Center Assistant

May 25, 2016

Garfield Township Planning Commission  
3848 Veterans Drive  
Traverse City, MI 49685-7126

Re. PUD Request - June 8, 2016 Agenda


To Whom It May Concern,

As a resident of the Crown Ridge development, I object to the application to amend the Crown Planned Unit Development (PUD) located on West Silver Lake Road at East Crown Drive. If the only access is from East Crown Drive, the additional traffic volume would place an unnecessary inconvenience/burden on the existing condominium associations (3).



Stanley O. Simons  
2828 East Crown Drive  
Traverse City, MI 49685-7126  
Ph. 231-932-0917  
sosimons72@gmail.com



	<b>Charter Township of Garfield</b> Planning Department Report No. 2016-38	
Prepared:	June 1, 2016	Pages: 1 of 3
Meeting:	June 8, 2016 – Planning Commission	Attachments: <input checked="" type="checkbox"/>
Subject:	Major Amendment Request – Crown PUD community building	
Applicant:	Tom Piehl, Architect, PLC	
Owner:	Green Hills Inc	
File No.	SUP-1990-10-L - Crown Transient Residential Dwellings	

***\*Note:** because this application remains unchanged, new copies of the application packet and site plan are not included with this report. If any person desires a copy of the application, please contact Staff.*

**SUBJECT PROPERTY:**

The subject parcel is within the Crown Planned Unit Development (PUD) on West Silver Lake Road. The PUD has an underlying zoning of A-1, Agricultural.

**PURPOSE OF APPLICATION:**

The application requests an amendment to remove the existing clubhouse building at East Crown Drive and replace it with a new structure. The new facility will contain a new community gathering space and outdoor pool/spa, a project development office, and four "stay and play" dwelling units. The application is considered a Major Amendment to the project, requiring Planning Commission recommendation and Township Board approval.

**STAFF COMMENT:**

This application was introduced on May 11, 2016, and a public hearing was scheduled for June 8, 2016.

During the introductory meeting, certain discussion points came up. As a reminder, they were:

- Demonstrated legal access to the site.
  - Comment: the applicant has demonstrated the right to use East Crown Drive via an easement retained through the Crown Commons Condominium Master Deed (L1216 P 568).
- General public membership to clubhouse facilities such as community room and pool.
  - Comment: the application remains unchanged in this regard. Please see applicant correspondence dated 5/12/16 and 5/25/16 (attached). The applicant notes that per SUP #2009-09, a clubhouse open to the public is an acceptable use of this parcel by right. However, the 2009 approval, while adopting a list of generally acceptable uses, still required future Special Use Permit review for those uses. The applicant's argument is that open membership may be necessary for the concept to make financial sense in the event that not enough Crown association residents wish to become members. The applicant should speak to this issue.

- General public use of "stay and play" units.
  - Comment: during the introductory meeting, the Planning Commission appeared to prefer that the use of the boutique hotel be limited to golfers, and also supported members of the Crown neighborhood renting these spaces for visitors, such as during the holiday. The applicant's response dated 5/25/16 notes that these units would be open to non-local occupants such as visiting golfers, clubhouse event attendees and membership visitors. The applicant should also speak to this issue.
- Existing landscaping.
  - Comment: during the introductory meeting, the Planning Commission indicated that the existing landscaping, and existing parking lot encroachment on the front yard buffer, and broad open spaces of the golf course be accepted as meeting the intent of the PUD landscape buffer.

**ACTION REQUESTED:**

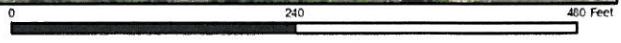
The first purpose of this meeting is to invite public comment on the application. Following that, the applicant and Planning Commission should discuss the remaining concerns outlined above. The Planning Commission may then either request additional information from the applicant, or may be ready to direct Staff to prepare findings in support of an anticipated recommendation to the Township Board.

Attachments:

Correspondence:

- From applicant dated 5/12/16
- Staff / Applicant dated 5/25/16





**Parcel Map - Crown PUD and  
Community Building**

**Legend**  
 [White box with black border] Parcel 2015

This map is based on digital databases prepared by Garfield Township. The Township does not warrant, expressly or impliedly, that the information on this map is current or positionally accurate. Always contact a surveyor to be sure of where your property lines are located.

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



**NOT A LEGAL SURVEY**

Garfield Township Planning Dept: 1/6/2016



# Tom Piehl, Architect, plc

P. O. Box 601, Traverse City, MI 49685  
www.tompiehlarchitect.com

231 941-7575

[tpiehlarch@att.net](mailto:tpiehlarch@att.net)

May 12, 2016

Brian VanDenBrand  
Deputy Planner  
Charter Township of Garfield  
3848 Veterans Drive  
Traverse City, MI 49684

Re: Crown PUD Amendment Request

Dear Brian,

It was a pleasure meeting with the Planning Commission last night. I would like to share some after thoughts from our presentation that may better answer certain questions and raise points that were not discussed.

- A. Nature of concerns by some Crown residents: The primary concern is probably one of economics. A resident who does need feel the need for the proposed facility does not want to be assessed for it. Also, as discussed, the proposed transient use and assumed disruptive/irresponsible behavior is a concern. Please note that any such behavior would also be unacceptable to the developer, who can be selective and not allow a repeat visit. The fact that the parcel will developed in some fashion, within the PUD requirements, is probably not so much of a concern.
- B. In regards to the proposed facility being open to the general public, please keep in mind the following:
  - 1) The existing golf course restaurant are open to the general public.
  - 2) Other approved uses for this parcel, such as office and personal businesses, would also be open to the general public.

I hope this is of use and please pass it along to Commission members as you see fit and is appropriate for this process.

Looking forward to our public hearing in June.

Sincerely,

Thomas H. Piehl

## **Brian VanDenBrand**

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**From:** Brian VanDenBrand  
**Sent:** Wednesday, May 25, 2016 1:09 PM  
**To:** 'tpiehlarch@att.net'  
**Cc:** Roberto Larrea  
**Subject:** Crown

Tom,

Other than your letter dated May 12, 2016, does your client intend to submit any new material or make any changes to the site plan / application in response to the Planning Commission's first discussion?

As a reminder, those concerns included:

- Demonstrated legal access to the private road to access the clubhouse. This could be via a condominium document, but we have yet to receive anything.
- Concern over the potential for general public membership of the clubhouse facility.
- Desire to restrict use of the stay-and-play to golfers or members of the community (or relatives who come up for a holiday).

We will include your letter for the June 8<sup>th</sup> public hearing in the Planning Commission packet. If you intended to include anything new I will need it by the end of the day tomorrow.

Please reply to this email rather than calling so that we have it for the record. It's easier to trace back and remember that way.

Thanks,

***Brian VanDenBrand***  
Deputy Planner  
Charter Township of Garfield  
3848 Veterans Drive  
Traverse City, MI 49684

Phone: 231-941-1620  
[bvandenbrand@garfield-twp.com](mailto:bvandenbrand@garfield-twp.com)

## Brian VanDenBrand

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**From:** Thomas Piehl [tpiehlarch@att.net]  
**Sent:** Wednesday, May 25, 2016 4:05 PM  
**To:** Brian VanDenBrand; Rick Grizzel  
**Subject:** Crown SUP Amendment Request

Hi Brian,  
This is to respond to your e-mail:

1. Demonstrated Legal Access: Rick Grizzel will deliver such documentation to you tomorrow.
2. Potential for General Public Membership: It is our understanding that per SUP Amendment #2009-19, a clubhouse open to the general public is an acceptable land use for this parcel and thus is a current 'use by right'. It is not our desire to have that revoked.
3. 'Stay-and-Play': We are requesting that a 'Stay-and-Play' use, defined as a residential occupancy where occupants are primarily temporary in nature, be considered as an accessory use to the golf course and the clubhouse events and thus be added to the List of Generally Acceptable Land Uses for this parcel. Per amendment request documents, the number of such units would be limited to four. These units would be open to non-local occupants such as visiting golfers, clubhouse event attendees and membership visitors.

Please include this as new material to our application.

Thanks,  
Tom Piehl Architect, plc