

**CHARTER TOWNSHIP OF GARFIELD  
PLANNING COMMISSION MEETING**

Wednesday, January 22, 2025 at 7:00 pm  
Garfield Township Hall  
3848 Veterans Drive  
Traverse City, MI 49684  
Ph: (231) 941-1620

**A G E N D A**

**ORDER OF BUSINESS**

**Call meeting to order**

**Pledge of Allegiance**

**Roll call of Board Members**

**1. Public Comment**

**Public Comment Guidelines:**

Any person shall be permitted to address a meeting of The Planning Commission, which is required to be open to the public under the provision of the Michigan Open Meetings Act, as amended. (MCLA 15.261, et.seq.) Public Comment shall be carried out in accordance with the following Commission Rules and Procedures: a.) any person wishing to address the Commission is requested to state his or her name and address. b.) No person shall be allowed to speak more than once on the same matter, excluding time needed to answer Commissioner's questions. Where constrained by available time the Chairperson may limit the amount of time each person will be allowed to speak to (3) minutes. 1.) The Chairperson may at his or her own discretion, extend the amount of time any person is allowed to speak. 2.) Whenever a Group wishes to address a Committee, the Chairperson may require that the Group designate a spokesperson; the Chairperson shall control the amount of time the spokesperson shall be allowed to speak when constrained by available time. Note: If you are here for a Public Hearing, please hold your comments until that Public Hearing time.

**2. Review and Approval of the Agenda – Conflict of Interest**

**3. Minutes – January 8, 2025**

**4. Correspondence**

**5. Reports**

- a. Township Board
- b. Planning Commissioners
  - i. Zoning Board of Appeals
  - ii. Parks and Recreation Commission
  - iii. Joint Planning Commission
- c. Staff Report

**6. Unfinished Business**

**7. New Business**

- a. PD 2025-5 – 2024 Planning Commission Annual Report
- b. PD 2025-6 – Zoning Ordinance Amendments on “Substantial Construction” Definition, Signs, and Lighting – Discussion
- c. PD 2025-7 – Housing TIF Potential Policies – Discussion

**8. Public Comment**

**9. Other Business**

- a. Zoning Atlas – Review of *Michigan Planner* Article
- b. Review of Officers
- c. Amendment to Planning Commission Meeting Schedule – Joint Meeting with Township Board on February 26, 2025 at 6:00 PM

**10. Items for Next Agenda – February 12, 2025**

- a. Tower North Wireless Communication Facility SUP – Public Hearing Follow-Up
- b. Copper Ridge PUD Major Amendment – Findings of Fact Follow-Up
- c. Ollie’s Bargain Outlet – C-P District Site Plan Review

**11. Adjournment**

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

The Garfield Township Board will provide necessary reasonable auxiliary aids and services, such as signers for hearing impaired and audio tapes of printed materials being considered at the meeting to individuals with disabilities upon the provision of reasonable advance notice to the Garfield Township Board. Individuals with disabilities requiring auxiliary aids or services should contact the Garfield Township Board by writing or calling Lanie McManus, Clerk, Ph: (231) 941-1620.

**CHARTER TOWNSHIP OF GARFIELD  
PLANNING COMMISSION MEETING  
January 8, 2025**

**Call Meeting to Order:** Vice Chair DeGood called the January 8, 2025 Planning Commission meeting to order at 7:00pm at the Garfield Township Hall.

**Pledge of Allegiance**

The Pledge of Allegiance was recited by all in attendance.

**Roll Call of Commission Members:**

Present: Molly Agostinelli, Joe Robertson, John Racine, Cara Eule, Chris DeGood, Pat Cline, and Robert Fudge

Staff Present: Planning Director John Sych and Deputy Planning Director Steve Hannon

**Election of Officers**

*Racine moved and Fudge supported to appoint DeGood as Chair of the Planning Commission.*

*Yeas: Racine, Fudge, Eule, Robertson, Cline, Agostinelli, DeGood*

*Nays: None*

*Racine moved and Fudge Seconded to appoint Agostinelli as Vice Chair and Robertson as Secretary of the Planning Commission.*

*Yeas: Racine, Fudge, Eule, Robertson, Cline, Agostinelli, DeGood*

*Nays: None*

**1. Public Comment (7:02)**

Kevin Clark of 4900 Greenhill Court commented on the proposed cell tower.

Mark Plotzke of Eagle View commented on the PUD changes for Copper Ridge.

Jean Allgaier of Eagle View shared concerns with building 10 in the Copper Ridge PUD.

Mike Hansen commented on the proposed cell tower and how it would affect development plans for his nearby property.

Sherry Treppa of Crown Drive shared concerns with the proposed cell tower.

Suzanne Murphy of Eagle Vale commented on the Copper Ridge PUD and is opposed to building ten being residential.

Jan Freeman of Eagle Vale raised concerns regarding the Copper Ridge PUD amendment.

**2. Review and Approval of the Agenda – Conflict of Interest (7:21)**

Sych asked to add Ollie's Bargain Outlet to Other Business item 9.

*Agostinelli moved and Cline seconded to approve the agenda adding Ollie's Bargain Outlet to Item 9.*

*Yeas: Agostinelli, Cline, Eule, Racine, Robertson, Fudge, DeGood  
Nays: None*

**3. Minutes (7:23)**

**a. December 11, 2024 Regular Meeting**

*Robertson moved and Fudge seconded to approve the December 11, 2024 minutes as amended adding the word "amplified" to item 6d condition #6; and striking the word "be" from item 6c condition #6.*

*Yeas: Robertson, Fudge, Cline, DeGood, Agostinelli, Racine, Eule  
Nays: None*

**4. Correspondence (7:26)**

Sych reviewed the correspondence with commissioners and noted that the Copper Ridge PUD Application and the portion of the application that established the PUD in 2003 were on commissioner desks for review when that item was heard. The motion to potentially approve the Copper Ridge PUD amendment has been amended slightly. Sych also stated that commissioners had emails through January 7<sup>th</sup> on the Copper Ridge matter and also a table showing uses in the Copper Ridge PUD. A letter from the MSU extension regarding zoning and cell towers and an excerpt from the United States Code regarding the Telecommunications Act was also included in correspondence. A note from Rick Grizell regarding safe distances from cell towers and the application for Ollie's Bargain Outlet is also on Commissioner desks.

**5. Reports (7:31)**

**Township Board Report**

Agostinelli stated that she had no report since the board has not met.

**Planning Commissioners**

**i. Zoning Board of Appeals**

Fudge said that there was no ZBA meeting

**ii. Parks and Recreation Commission**

DeGood reported that there was no meeting

**iii. Joint Planning Commission**

Racine stated that a meeting will be held later in the month.

**Staff Report**

**i. PD 2025-1 – Planning Department Report – January 2025**

Hannon noted that the report was submitted in writing.



## 6. Unfinished Business

### a. **PD 2025-2 – Tower North Wireless Communication Facility SUP – Public Hearing (7:32)**

The applicants have provided updated drawings including a site survey, site plan detail, and aerial vicinity plan. The updated drawings show that the proposed tower will be at least 244 feet away from the existing house on the site and at least 160 feet away from the nearest property line to the south. The proposed tower will be 155 feet tall. The tower would be placed within a 60' x 60' fenced-in area with a 6'-high chain link fence. Hannon stated that the application was originally submitted last summer but the applicant had some issues with the setbacks. Public comment was received regarding the proposed tower and staff conducted research based on the correspondence received. Sych talked about the authority of the Planning Commission in making any decisions about cell towers. Section 792 of the township ordinance deals with the siting of such structures and the Federal Telecommunication Act has limitations of siting for these towers. According to the Federal Act, health and radioactivity cannot factor into a decision on placement of these towers and the township must comply with the FCC requirements. The township cannot place a tower based on health effects, but it could consider FCC regulations as being satisfied. Applicant Mike Daubenmire from Kimley Horn addressed concerns from the public that were brought up earlier including health effects, setbacks and drone frequency. Chair DeGood opened the public hearing at 7:43pm. Kevin Clark commented with concerns of radio frequency noise and drones and asked what is planned for placing on top the towers. Dave Landis of Crown Point Drive stated that the FCC are not medical experts and cited a lawsuit from 2021. The public hearing was closed at 7:47pm.

Planning Commissioners discussed the application and suggested that staff have a township attorney review the application for any recent changes in the law or court opinions which consider health impact in the placement of cell towers.

*Agostinelli moved and Racine seconded to table the Tower North Wireless Communication Facility application to obtain an attorney opinion on any action that can be taken regarding tower placement and health effects therefrom.*

*Yeas: Agostinelli, Racine, Eule, Robertson, Cline, Fudge, DeGood  
Nays: None*

**b. PD 2025-3 - Cherryland Humane Society SUP Major Amendment – Findings of Fact (7:54)**

This application requests a Special Use Permit (SUP) Major Amendment for an addition to the Cherryland Humane Society's existing facility at 1750 Ahlberg Drive. According to the application, the scope of work consists of two (2) building additions totaling 9,006 square feet to an existing 14,168-square-foot building. Hannon noted that the Findings of Fact encompass two sections of the Zoning Ordinance: the supplemental use standards for kennels in Section 755 and the Approval Criteria for special use permits in Section 423.E. Kennels are a use permitted via special use permit in the A-Agricultural zoning district. Staff is of the opinion that most items have been met.

*Cline moved and Robertson seconded THAT the Findings of Fact for application SUP-2001-05-A, as presented in Planning Department Report 2025-3 and being made a part of this motion, BE ADOPTED.*

*Yeas: Cline, Robertson, Eule, Fudge, Agostinelli, Racine, DeGood  
Nays: None*

*Cline moved and Robertson seconded THAT application SUP-2001-05-A, submitted by Kyle Richter for an amendment to the existing Special Use Permit for an expansion of the existing Cherryland Humane Society facility on Parcel No. 05-026-006-20 at 1750 Ahlberg Drive, BE APPROVED, subject to the following conditions:*

- 1. All final reviews from agencies with jurisdiction shall be provided prior to a Land Use Permit being issued.*
- 2. All proposed site improvements shall be installed prior to the issuance of a Certificate of Occupancy.*
- 3. 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 Director of Planning within thirty (30) days of final approval by the Township or approval shall be considered to have expired.*

*Yeas: Cline, Robertson, Eule, Fudge, Agostinelli, Racine, DeGood  
Nays: None*

**c. PD 2024-108 – Copper Ridge PUD Major Amendment Findings of Fact (8:01)**

A request to amend the PUD is being considered according to Section 423.G of the Zoning Ordinance that incorporates different land uses in locations than requested in the original application and the potential to increase the number of residential dwelling units. The proposed amendment is the conversion of three building locations in the Copper

Ridge Professional Center from office to office, commercial, or residential, and the conversion of one building location in the Copper Ridge Retail Marketplace from retail and office to office, commercial or residential. The applicants would be restoring some residential units and would give flexibility for what could be built on the site. Sych stated that there are four unbuilt locations that are being adjusted to accommodate three primary land uses: office, commercial, and residential and this amendment would need to be recommended to the township board for final approval. The original PUD was approved in 2000 and in 2003, there were some amendments, but the development has stayed the same in terms of its intent. Many of the uses could be built today as described in the document and commissioners reviewed a list of permitted uses. Building ten is limited to 39 feet high – two stories. Sych addressed the public comment regarding the development as far as traffic, expansion and building height.

Commissioners discussed the application as far as traffic concerns and also discussed a possible connection for the Copper Village condos to Eagle View. Connie Deneweth, representing Copper Ridge, stated that a meeting is scheduled on January 24<sup>th</sup> with residents to discuss issues pertaining to the proposed PUD amendments. She states that Copper Ridge has voluntarily withdrawn some uses from building ten under commercial zoning and they have made important concessions. Sarah Keever, planner for Copper Ridge, spoke and said that the new uses which are asked for are mostly residential uses which may include adult foster care, dwelling multiple family, and live-work unit. Any remaining uses for building ten would fit into what is already approved. She indicated that the development was built to serve more units, but the units were cut back in 2003. Keever also cited the uses that were deleted such as bars, restaurants, solar energy, car dealerships, etc.

Commissioners asked for a better explanation of exactly what is being asked for in the amendment and what could be done right now without any amendments. Sych stated that flexibility is needed with some of these large unfinished PUD's and asked for a more concise use list for the buildings and exactly what is being used. Keever indicated that Copper Ridge had no say in a road connection with the Copper Village condos.

*Racine moved and Robertson seconded to table any decision on the Copper Ridge PUD Amendment for one month to clarify use questions for each proposed building and obtain a report from the meeting between developers and Eagle View owners.*

*Yeas: Racine, Robertson, Cline, Agostinelli, Eule, Fudge, DeGood*

*Nays: None*

**7. New Business**

None

**8. Public Comment (8:58)**

Robert Barnes of Lakeridge Circle of Copper Ridge LLC, commented on the traffic impacts at Copper Ridge.

Jan Freeman commented and thanked commissioners for the delay of a decision in the Copper Ridge matter.

Gary Long of Eagle Ridge commented on the Copper Ridge proposed buildings.

**9. Other Business (9:00)**

**a. Discussion of Ollie's Bargain Outlet**

Sych stated that Ollie's Bargain Outlet is proposed for the old TJ Maxx site at the mall. The application proposes only an exterior entrance. Staff has not done a completeness review yet, but alteration to the site in terms of ingress and egress may be an issue. Staff wanted to know the overall plan for the mall from Brookfield, the mall owners. Staff is seeking answers but a comprehensive site plan for the mall may be needed if the mall plans to convert its uses or its circulation plans.

**10. Items for Next Agenda – January 22, 2025 (9:25)**


- a. 2024 Planning Commission Annual Report
- b. Housing TIF Potential Policies – Discussion

**11. Adjournment**

*Fudge moved to adjourn the meeting at 9:30pm.*

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

 <b>Charter Township of Garfield Planning Department Report No. 2025-5</b>		
Prepared:	January 15, 2025	Pages: 9
Meeting:	January 22, 2025 Planning Commission	Attachments: <input type="checkbox"/>
Subject:	2024 Charter Township of Garfield Planning Commission Annual Report	

**INTRODUCTION:**

The 2024 Charter Township of Garfield Planning Commission Annual Report was prepared pursuant to the requirements of Section 19(2) of the Michigan Planning Enabling Act (“MPEA”), which states:

*A planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development.*

This report is intended to serve as the Planning Commission’s report to the Township Board in accordance with the MPEA as quoted above. It will also outline the Planning Department’s activities during 2024.

**BOARDS AND COMMISSIONS:**

The Planning Director and Deputy Planning Director serve on various committees and provide support services to several boards and commissions, including but not limited to:

- Garfield Township Board of Trustees (Staff)
- Garfield Township Planning Commission (Staff)
- Garfield Township Parks and Recreation Commission (Staff)
- Garfield Township Zoning Board of Appeals (Liaison)
- Joint Traverse City and Garfield Township Planning Commission (Staff)
- Joint Traverse City and Garfield Township Recreation Authority (as needed)
- Traverse Transportation Coordinating Initiative (TTCI) (Technical Committee Member)
- Northwest Regional Airport Authority Zoning Board (Garfield Township Representative)
- Grand Traverse County Road Commission (Garfield Township Alternate Representative)

**ADMINISTRATION:**

The Planning Department was responsible for generating 114 staff reports in 2024 for the various boards and commissions listed above. Day-to-day tasks of the department also include:

- Answering questions and discussing planning-related issues with the Township residents, developers, partner organizations, and community stakeholders
- Reviewing new and ongoing development applications
- Monitoring development approvals through completion of the approval process
- Administering grants and parks and recreation projects
- Developing plans and related studies
- Preparing zoning analyses and drafting new text for the Zoning Ordinance
- Conducting site visits
- Managing GIS data



**PLANNING COMMISSION OVERVIEW:**

The Planning Commission meets the second and fourth Wednesdays of each month and is responsible for reviewing development applications, preparing plans, and making recommendations to the Township Board on development applications and zoning amendments. This meeting schedule allows the Planning Commission to hear, review, and decide on projects during the first meeting and to advance the interests of the community by holding a study session during the second meeting of the month. This schedule will continue throughout 2025.

**STRATEGIC PLAN:**

In February 2024, Planning Department staff provided a year-end report to the Township Board regarding its activity that supported the Strategic Plan in 2023. No changes were made to any Strategic Plan goals in 2024.

**MASTER PLAN:**

The previous Township Master Plan was adopted in September 2018 and was amended in June 2020 when the Barlow Garfield Neighborhood Plan was adopted and incorporated into the Master Plan. The Planning Commission began working on an updated Township Master Plan in 2023, using many of its study sessions to review draft sections of the updated Plan and to study different topic areas. The process of updating the Master Plan was completed in 2024, with the following key items:

January 24, 2024	Public Engagement Open House
January 24, 2024	Planning Commission Study Session: Review of Complete Draft
February 28, 2024	Planning Commission Study Session: Review of Final Draft
March 27, 2024	Joint Meeting of the Planning Commission and the Township Board: Review of Final Draft and Beginning of Public Review Period
June 12, 2024	Planning Commission Regular Meeting: Recommend Adoption of Master Plan to the Township Board
July 9, 2024	Adoption of Master Plan by Township Board

The Master Plan provides policy guidance for the Planning Department and the Planning Commission. The Planning Commission will review potential Master Plan implementation projects in 2025 including updates to the Zoning Ordinance.

**ANNUAL WORK PLAN:**

At the beginning of each year, the Planning Commission is scheduled to update its annual work priorities. For the past several years, they have used a Master Plan implementation matrix to help identify the priority projects for the upcoming year. The Planning Commission did not update the Master Plan implementation matrix in 2024 since the priority was to complete the update of the Master Plan itself.

The updated Master Plan includes an updated Implementation Matrix which the Planning Commission can use to guide future priority projects. The new Implementation Matrix has 12 goals, each with their own set of objectives, which can become the basis for priority actions. These 12 goals are as follows:

- 1. *Natural Resources: Natural Environment*** – Goal: Promote natural environment protection in a planned and strategic manner.
- 2. *Natural Resources: Water Quality*** – Goal: Make water system improvements and support environmental conservation efforts to protect water quality.

3. **Natural Resources: Energy** – Goal: Support energy efficiency and conservation, and sustainable building practices and products.
4. **Natural Resources: Agricultural Land** – Goal: Preserve prime and unique farmland and maintain agricultural character.
5. **Parks and Trails** – Goal: Foster a system of high-quality active and passive parks connected by trails.
6. **Housing** – Goal: Provide a balance of housing choices with a variety of housing types.
7. **Transportation and Infrastructure: Streets and Roads** – Goal: Support the improvement, maintenance, and connectivity of streets and roads.
8. **Transportation and Infrastructure: Parking and Sidewalks** – Goal: Establish a coordinated, efficient, and attractive system of pathways, sidewalks, and parking areas.
9. **Transportation and Infrastructure: Water and Sanitary Sewer** – Goal: Improve, expand, and maintain critical water and sewer infrastructure.
10. **Transportation and Infrastructure: Stormwater** – Goal: Establish requirements for stormwater management to reduce flooding, protect people and property, and support healthy streams and rivers.
11. **Economic Development** – Goal: Encourage a diverse and stable economic base.
12. **Public Safety** – Goal: Support collaborations which promote public safety.

**APPLICATION FEE REVENUE:**

The Township collects fees for different types of applications, include development applications reviewed by the Planning Department and Planning Commission. These fees generated **\$14,700** in revenue in 2024 as described by the breakdown in the following table:

Application Type	Number of Applications	Fee	Revenue
<b><i>Administrative Reviews (14)</i></b>			
Site Plan Review – Administrative	11	\$400	\$4,400
Planned Development – Administrative Amendment	1	\$400	\$400
Special Use Permit – Administrative Amendment	2	\$400	\$800
<b><i>Planning Commission Reviews (17)</i></b>			
Conceptual Review	3	\$100	\$300
Planned Development – Minor Amendment	1	\$600	\$600
Planned Development – Major Amendment	1	\$800	\$800
PC Sign Review – C-P and Planned Developments	3	\$400	\$1,200
Site Plan Review – Planning Commission (C-P / C-H)	4	\$400	\$1,600
Special Use Permit – Major Amendment	2	\$800	\$1,600
Special Use Permit – New Application	3	\$1,000	\$3,000
<b>TOTAL</b>	<b>31</b>		<b>\$14,700</b>

**ADMINISTRATIVE REVIEWS:**

In some specific cases, the Planning Director can administratively approve projects provided they meet all requirements of the Zoning Ordinance. This procedure significantly improves efficiency in the review of minor requests. The Planning Department requires any Administrative Amendment to be justified through written findings.

The Planning Department conducts reviews for all administrative amendments to Special Use Permits and Planned Unit Developments as well as (starting in 2024) administrative site plan reviews for by-right uses in commercial and industrial zoning districts. The following applications were administratively reviewed and approved in 2024:

*Administrative Site Plan Reviews*

File Number	Project Name	Project Description
SPR-2024-04	Soils & Structures Inc	Proposed building addition and parking lot expansion to existing office
SPR-2024-05	Northern Floor and Tile	Proposed building addition on existing industrial site
SPR-2024-06	Wash N Go Car Wash	Proposed accessory improvements to an existing car wash operation, including new vacuums and payment stations
SPR-2024-07	Kingsley Lumber	Proposed lumber processing and sawmill operation
SPR-2024-08	Precision Plumbing and Heating	Proposed contractor’s establishment and operations headquarters
SPR-2024-09	Mobile Medical Response	Proposed headquarters and operational base for ambulance service provider
SPR-2024-10	Historic Barns Park	Proposed renovations of an existing barn and additional connector between barns
SPR-2024-11	Bay Meadows Golf Course	Proposed addition to an existing building at existing golf course
SPR-2024-13	Unit 32 Hammond Industrial Centre	Proposed car detailing (automobile service) shop
SPR-2024-15	Renew It Group	Proposed showroom and warehouse for deck supply / construction business
SPR-2024-17	Striker Supply	Proposed rental and retail outlet for concrete product supplier business

*Administrative Amendment Reviews*

- SUP-1994-1-FF – Resurrection Life Church Addition (PUD Administrative Amendment)**  
 The 3.62-acre subject site is located at 2586 Crossing Circle in the Grand Traverse Crossing PUD, in the back (east) portion of the development. This application is for an 8,835 ft<sup>2</sup> addition to the existing 7,251 ft<sup>2</sup> church building.
- SUP-2023-04-A – Creekside Community Church (SUP Administrative Amendment)**  
 The 21.63-acre subject parcel is located at 3686 West South Airport Road, along the north side of the road west of US 31. The application is for a Special Use Permit amendment to accommodate a completely redesigned parking lot area.
- SUP-2023-05-A – Ridge45 Multi-Family Housing (SUP Administrative Amendment)**  
 The 59.65-acre subject site is located at 1532 West Hammond Road, west of LaFranier Road. The request is to amend the Special Use Permit to replace a previously approved 4,000 ft<sup>2</sup> maintenance building with two pickleball courts and a 400 ft<sup>2</sup> pavilion, relocate a previously approved dumpster enclosure for two dumpsters, and relocate a previously approved dog park.



## **PLANNING COMMISSION REVIEWS:**

### ***Conceptual Reviews***

Conceptual reviews allow for applicants to appear before the Planning Commission with little more than a concept for development. This process is intended to provide an applicant with valuable feedback from the Planning Commission on a potential project before a full application is submitted. Several applicants have used this process to take advantage of discussing a potential project and gathering feedback without having to first enlist surveying, planning, and/or engineering services to complete an application. The following projects were conceptually reviewed by the Planning Commission in 2024:

- **Gauthier Site (April 10 meeting)** – The applicants presented a potential multi-family development project at 2105 N US 31 South, on the west side of US 31 at McRae Hill Road, across from Hartman Road. The applicants also presented a project concept to the Township Board including discussion about the potential of using Brownfield Tax Increment Financing (TIF) as a funding tool.
- **Two Brothers Dog Park Café and Taphouse (June 12 meeting)** – The applicants presented their proposed bar / restaurant and dog park at 1776 South Garfield Avenue in Cherryland Mall.
- **Cherryland Center Comprehensive Development Plan (October 9 meeting)** – The Planning Commission reviewed a draft Comprehensive Development Plan of the Cherryland Center property which was prepared by one of the owners: Cherryland Center LLC. The last time the Cherryland Center Comprehensive Development Plan was prepared was in 1998 with the conversion of the site to a strip retail center from the original enclosed shopping mall.

### ***Development Reviews***

The Planning Commission reviewed several projects in 2024 including Site Plan Reviews, Planned Unit Developments, Special Use Permits, and amendments. These reviews are summarized by the following, with a note as to whether the application was approved (which includes those approved with conditions), denied, or if the application expired or was withdrawn by the applicant.

- **SUP-2023-08 – 3066 N Garfield Commercial District Housing (Approved)**  
This application, originally submitted in 2023, requested a Special Use Permit for a commercial district housing development of 18 apartment units at 3066 N Garfield Road. During introduction of the application, it was found that although the proposal was generally suitable for the location, the site plan did not meet all requirements of Section 725 of the Zoning Ordinance for commercial district housing developments. The application was tabled to allow the Planning Commission to review and recommend a text amendment to Section 725, which was ultimately approved by the Township Board. The application was then un-tabled, reviewed, and approved by the Planning Commission.
- **PUD-2020-02-C – BATA/TCHC PUD Minor Amendment (Approved)**  
This PUD application was approved in March 2022 for a transit-oriented, mixed-use development including apartments; single-family residential; BATA administration building, bus maintenance facility, and bus storage garage; transfer station; café; and childcare center. The project is on 53.2 acres of an existing 77.1-acre site at the northeast corner of LaFranier and Hammond Roads. An application for minor amendment was approved in May 2024 for a modification to the phasing plan which would allow the previously approved playground in Phase 1 to be delayed until the conflict with its proximity to the gas lines is resolved.

- **SUP-2024-01 – Potter’s Home Retreat Bed and Breakfast (Denied)**  
This application requested a Special Use Permit for the use of an existing single-family residence as a bed and breakfast establishment at 492 West Potter Road. The application was denied based on findings that the use of the property as described in the application did not meet the definition of a bed and breakfast, and other reasons identified by the Planning Commission.
- **SUP-2024-02 – TowerNorth Wireless Communication Facility (Under Review)**  
This application requests a special use permit for a wireless communication facility (cell tower) at 2767 Zimmerman Road, with a 155-foot-tall monopole tower with associated antenna equipment and fenced area. In July 2024, the Planning Commission tabled the application and requested the applicant move the location of the proposed tower to meet all setback requirements before moving the application forward. The applicants submitted an updated site plan with a new proposed tower location in December 2024. The updated application is currently under review.
- **SUP-2001-02-D – Bison Hollow TJ Maxx Sign Review (Denied)**  
This application was for a wall sign of 128.6 square feet sign on the front (east) building elevation, exceeding the permitted sign size by 28.6 square feet and requiring Planning Commission review of the criteria of Section 630.G.(3)(b) of the Zoning Ordinance. The application was denied based on findings that these criteria were not met.
- **SUP-1990-07-A – French Manor LaFranier Major Amendment (Approved)**  
A Special Use Permit major amendment was approved for expansion of French Manor LaFranier, an existing adult foster care facility at 3090 LaFranier Road. The facility expansion consists of a 1,472-square-foot building addition and a 2,176-square-foot building addition for a total of 3,648 added square feet.
- **SUP-2000-08-N – Copper Ridge PUD Building Sign Review (Approved)**  
An internal directional sign was approved for Thirlby Clinic, which moved into an existing office building (Building 5) at 4110 Copper Ridge Drive in the Copper Ridge PUD.
- **SPR 2022-21-A – K1 Indoor Kart Racing Center / High Tops (Withdrawn)**  
The application proposed a bar, restaurant, and nightclub in a portion of the K1 Speed Indoor Kart Racing facility within the Cherryland Center. The application was withdrawn before any action on it was taken by the Planning Commission.
- **SUP-2024-03 – Angel Care Child Care Center (Approved)**  
A Special Use Permit was approved for a child care center as an additional use in an existing church building at 1514 Birmley Road.
- **PUD-2020-01-E – Oakleaf Village PUD Directional Sign Review (Approved)**  
A minor amendment was approved for the Oakleaf Village PUD at 5143 North Long Lake Road, west of Zimmerman Road, for four internal directional signs.
- **SPR 2024-14 – Cherryland Center Comprehensive Development Plan (Approved)**  
The Planning Commission approved a comprehensive development plan for the Cherryland Center site in accordance with Section 322.D(1) of the Zoning Ordinance which indicates a comprehensive development plan may be required to establish an approved development pattern for a site within the C-P Planned Shopping Center zoning district. The 1998 conversion of the mall to a strip center was the most recent previous time the comprehensive development plan was updated and approved for Cherryland Center.

- **SPR 2024-12 – Cherryland Center 24/7 Golf (Approved)**  
A site plan was approved to construct an indoor entertainment center within a portion of the existing Traverse City Curling Center building (formerly the Kmart store) in the Cherryland Center.
- **SUP-2000-08-O – Copper Ridge PUD Major Amendment (Under Review)**  
This application requests a major amendment to the Copper Ridge PUD, originally approved in 2000, located northwest of Silver Lake Road near Barnes Road. The amendment would incorporate and allow different land uses in different locations than requested in the original application and the potential to increase the number of residential dwelling units.
- **SUP-2001-05-A – Cherryland Humane Society Major Amendment (Approved)**  
A Special Use Permit major amendment was approved for the Cherryland Humane Society, located at 1750 Ahlberg Drive southeast of the intersection of Hammond Road and Keystone Road, for the expansion of the existing 14,168 ft<sup>2</sup> building with two (2) building additions totaling 9,006 ft<sup>2</sup>.
- **SPR 2024-16 – Two Brothers Dog Park Cafe and Taphouse (Approved)**  
A site plan was approved for a proposed café, taphouse, and dog park using about 7,000 ft<sup>2</sup> of the 47,900 ft<sup>2</sup> (15%) former Younkers building, and about 6,000 ft<sup>2</sup> of what is currently a parking area with maneuvering lanes.

**ZONING ORDINANCE MAP AMENDMENTS (REZONING):**

One zoning ordinance map amendment application, originally submitted in 2023, was considered in 2024:

- **Amendment No. 39 – Z-2023-03 – Lederer R-1 Rezoning (Approved)**  
This application requested the rezoning of one parcel of roughly 3.8 acres at 4220 Eastward Drive from the Agricultural (A) to the One-Family Residential (R-1) zoning district.

**ZONING ORDINANCE CONDITIONAL REZONING AMENDMENTS:**

One conditional rezoning amendment application, originally submitted in 2023, was considered in 2024:

- **Amendment No. 40 – Z-2023-04 – Culver Meadows Conditional Rezoning (Approved)**  
This application encompassed two parcels on N. West Silver Lake Road of about 5.14 total acres and requested the conditional rezoning of these parcels from the R-1 – One-Family Residential to the A – Agricultural zoning district for use as an adult foster care, large group home, and child care center. This request includes utilizing an existing large group home and building a new large group home and new child care center.

**ZONING ORDINANCE TEXT AMENDMENTS:**

Two proposed zoning ordinance text amendments were considered in 2024:

- **Amendment No. 38 – Section 725 Commercial District Housing Development (Adopted)**  
This amendment covered two portions of Section 725 (Commercial District Housing Development) of the Zoning Ordinance, specifically to alter the requirements for parking and open space to allow for greater design flexibility.

- **Amendment No. 41 – Dwelling, Three Family and Dwelling, Four-Family (Adopted)**

This amendment altered several sections of the Zoning Ordinance to add definitions for Dwelling, Three Family (triplex) and Dwelling, Four Family (quadplex); allow triplexes and quadplexes as uses permitted by right in the R-3 zoning district; and adjust minimum lot area, minimum lot width, and minimum yard setbacks in the R-3 district to account for triplexes and quadplexes.

**PLANNING COMMISSION STUDY SESSIONS:**

The Planning Commission held nine (9) study sessions in 2024, on the fourth Wednesday of each month excluding September, November, and December. The March study session was also conducted as a joint meeting with the Township Board. Commissioners discussed the following topics at these study sessions:

- ***Master Plan Update*** – The Township Board adopted an updated Master Plan on July 9, 2024. In advance of the Township Board’s adoption of the Master Plan, the Planning Commission finished their review of the Master Plan. Commissioners reviewed a complete draft in January, a final draft in February, and finalized the draft Master Plan with the Township Board at the joint meeting in March. Planning Commissioners next discussed potential Master Plan implementation projects at the April and May study sessions.
- ***Zoning Ordinance: R-3 Updates*** – In June and July, Commissioners reviewed potential changes to the R-3 district to allow triplexes and quadplexes by right. These changes were proposed to help implement the housing goal of the Master Plan and to provide flexibility for smaller multi-family housing. These changes were ultimately recommended to and adopted by the Township Board.
- ***Zoning Ordinance: Signs*** – Commissioners reviewed potential updates to the sign regulations of Section 630 at the June, July, August, and October study sessions. Part of the impetus for a review of these regulations included several cases from the past 5-10 years reviewed by the United States Supreme Court which may impact how signs can be regulated. Commissioners recommended that the Township Attorney review Section 630. The Attorney’s review is expected by early 2025.
- ***Monitoring Proposed State Legislation on Vacation Home Rentals*** – Throughout 2024, Planning Commissioners monitored proposed State legislation on short-term rentals including creation of a statewide database, local regulation without outright banning of short-term rentals, and creation of an excise tax. Commissioners discussed how the Township could regulate short-term rentals and reviewed draft language at their June, July, and August study sessions. Ultimately, none of these proposed bills were adopted and each would need to be re-introduced in the new State Legislature session. The Planning Commission will monitor any newly proposed legislation in 2025.
- ***City of Traverse City Master Plan*** – The City of Traverse City updated their Master Plan in 2024 and sent a draft to neighboring communities for review. The Township Planning Commissioners reviewed this draft in June and July and offered comments to the City of Traverse City, especially regarding items that impact both communities including non-motorized transportation.
- ***Zoning Ordinance: Definition of “Substantial Construction”*** – The Planning Commission began discussions in October about the definition of “Substantial Construction” and potentially adding it to the Zoning Ordinance. This was in response to the Township Board’s discussions regarding the “start of construction” as a term applied to a condition of approval for the BATA / Traverse City Housing Commission PUD. The Planning Commission’s discussions will continue into 2025.

**JOINT TRAVERSE CITY AND GARFIELD TOWNSHIP PLANNING COMMISSION:**

The six-member Joint Planning Commission is comprised of two Traverse City Planning Commissioners and one Traverse City resident appointed by the Traverse City Commission, and two Garfield Township Planning Commissioners and one Garfield Township resident appointed by the Garfield Township Board.

The Commission meets at least four times per year roughly once every three months, typically at 5:15 PM on the third Wednesday of the month. The Commission met four times in 2024 on January 31, April 17, July 17, and October 16. Items covered at the meetings in 2024 have included the following:


- Updates regarding Grand Traverse Commons Natural Area. Garfield Township was recommended for and ultimately received \$300,000 in grant funding from the Michigan Natural Resources Trust Fund for a 1.25-mile accessible loop trail.
- Commons Infrastructure Study. The first phase of the study was originally completed in 2023 with the second phase under consideration in 2024. The funding was provided by the Grand Traverse County Brownfield Redevelopment Authority.
- Proposal for the construction of a new shed to serve the Community Garden at Historic Barns Park. Ultimately, the Garden found other ways to have storage other than a new shed.
- Historic Barns Park renovation of Barn 206 and the construction of a proposed connector building between Barn 206 and Barn 204. This project was under administrative site plan review.
- Proposed improvements to the watermain serving the Historic Barns Park. The project is needed to ensure sufficient water flow and pressure. The project is funded by the Grand Traverse County Brownfield Redevelopment Authority and is based on an approved proposal from Hubbell, Roth, and Clark, an engineering consulting firm for the City of Traverse City.

**RECOMMENDATION / ACTION REQUESTED:**

Following review, if Commissioners are prepared to accept the 2024 Annual Report in accordance with the Michigan Planning Enabling Act, the following motion is suggested:

THAT the 2024 Planning Commission Annual Report, as provided in Planning Department Report 2025-5, BE APPROVED and FORWARDED to the Township Board.



 <b>Charter Township of Garfield</b> <b>Planning Department Report No. 2025-6</b>		
Prepared:	January 15, 2025	Pages: 2
Meeting:	January 22, 2025 Planning Commission Study Session	Attachments: <input checked="" type="checkbox"/>
Subject:	ZO Amendments on “Substantial Construction” Definition, Signs, and Lighting – Discussion	

**BACKGROUND:**

This report provides updates on three zoning discussion areas recently conducted by the Planning Commission. These discussions may lead to the proposal of formal amendments to the Zoning Ordinance.

**“SUBSTANTIAL CONSTRUCTION” DEFINITION:**

Last October, the Planning Commission started a discussion on defining the term “substantial construction” which is in three primary areas in the Zoning Ordinance:

SECTION 423 SPECIAL USE PERMITS

**423.J Period of Effect**

*The special use permit and any amendment to it shall remain in effect unless substantial construction has not commenced within two (2) years of final approval by the township or an extension of time granted by the Planning Commission pursuant to § 423.K.*

**423.K Expiration of Approval**

*If substantial construction or, if the special use permit involves no construction, the permitted use has not commenced and proceeded meaningfully toward completion within two (2) years from the date the special use permit order was executed, the special use permit shall expire automatically.*

SECTION 424 SITE PLANS

**K. Expiration of Approval**

*Site diagram, administrative site plan or site development plan approval shall remain valid unless: (1) Substantial construction has not commenced and moved meaningfully toward completion within twelve (12) months from the date of approval.*

SECTION 425 PLANNED DEVELOPMENTS

**L. Scope of Approval**

*If substantial construction or, if the order involves no construction, the permitted use has not commenced and proceeded meaningfully toward completion within two (2) years from the date of final approval, the planned development order shall expire automatically.*

Using the input from the Planning Commission, Staff is offering a suggested definition:

*“Substantial construction” means the site work must progress beyond grading and completion of structural foundations, and construction must be occurring above grade to be considered substantial work.*

There was additional discussion regarding extensions that could be considered by the Planning Commission. Section 423.K of the Zoning Ordinance allows the Planning Commission to authorize extensions. Planned Developments have the same criteria. See attached text from the Zoning Ordinance.

Site plans, including administrative site plans approved by Staff or site development plans approved by the Planning Commission, are only valid for 12 months. An extension of time can be granted in writing by the approval authority on the basis that the owner or applicant maintains a good faith intention to proceed with

construction. Staff recommends applying the existing extension provisions in Section 423.K for a special use permit approved by Planning Commission to a site development plan approved by the Planning Commission or an administrative site plan approved by Staff. The Zoning Ordinance would have to be amended to accommodate this extension provision.

### **SECTION 517 – LIGHTING:**

Previously, Commissioners raised concerns about the lighting at some of the newer developments in the Township. Staff identified other issues that could be addressed in Section 517 Lighting of the Zoning Ordinance. For this discussion, Staff identified the following areas/items for discussion by the Planning Commission:

- 1) Accessibility. Updating the Accessibility section to address indoor illuminated devices and non-conforming lighting.
- 2) Prohibitions.
  - Expand prohibitions of neon lighting to include building accent lighting (i.e., LED lighting that trims a building).
  - Prohibit indoor lighting that creates exterior light trespass or glare. Light trespass that is cast beyond the boundary of the lot on which the lighting installation is sited. A definition of glare is already provided in the Zoning Ordinance.
- 3) Exceptions. Clarify exceptions to include lighting required by state or federal law.
- 4) Lighting Plan. Require lighting plan for developments that require site plan review. With the requirement, outline the content of a lighting plan.
- 5) Outdoor Recreational Facilities. Address unique lighting configuration at outdoor recreational facilities (i.e., lighting for a ski hill) by allowing the Planning Commission to adjust lighting requirements pursuant to a special use permit.
- 6) Consider altering maximum height of any pole mounted lighting to no taller than the building on site, unless otherwise permitted by a special use permit.
- 7) Provide diagrams as needed (i.e., a diagram for full cut off lighting).
- 8) Add definitions for terms as needed (i.e., lighting plan, light trespass, etc.).
- 9) Update format and tables as needed.

### **SECTION 630 – SIGNS:**

At its meeting in October, the Planning Commission requested that the Township Attorney conduct legal review of Section 630 for legal review for compliance with recent United States Supreme Court case law. Legal review would allow for a comprehensive look at all parts of Section 630 from a legal perspective.

### **ACTION REQUESTED:**

These items are for discussion only. No action is requested.

### **Attachment:**

1. Section 423.K Expiration of Approval (Special Use Permits)
2. Section 424.K Expiration of Approval (Site Plans)
3. Section 425.L(3) Expiration of Approval (Planned Developments)
4. Section 517 Lighting



#### **K. Expiration of Approval**

If substantial construction or, if the special use permit involves no construction, the permitted use has not commenced and proceeded meaningfully toward completion within two (2) years from the date the special use permit order was executed, the special use permit shall expire automatically. Prior to expiring, the applicant may submit a written request for an extension of the special use permit. If the Planning Commission finds that there is sufficient evidence that the applicant will in fact commence construction and proceed meaningfully toward completion, the special use permit may be extended for one (1) additional year provided the following conditions are met:

- (1) The applicant is able to demonstrate that construction or establishment of the use has been delayed by factors that are beyond their control and that construction or use will commence and continue meaningfully toward completion within the one (1) year extension;
- (2) There have been no significant changes in the character of the surrounding area that were not known or anticipated at the time of approval;
- (3) There have been no development approvals granted in the surrounding area that would be in conflict with the approved special use permit; and
- (4) There have been no changes to the master plan or this ordinance that would conflict with the approved special use permit.

#### **L. Recording Procedures**

- (1) The applicant shall record promptly the special use permit order with the Grand Traverse County Register of Deeds in the chain of title for each parcel or portion thereof to which the order pertains. Alternatively, a memorandum of special use permit may be prepared by the township in such recordable form as deemed appropriate and shall then be recorded promptly by the applicant with the Grand Traverse County Register of Deeds. A copy of each recorded document shall be filed with the Director of Planning within thirty (30) days of final approval by the township or approval shall be considered expired. No land use permits shall be issued until a copy of all required recorded documents has been provided to the township.
- (2) The Director of Planning shall have authority to waive this requirement if it is determined that, given the nature of the special use permit and the conditions imposed, the recording of such a document would be of no material benefit to the township or to any subsequent owner of the land.

#### **M. Revocation**

Pursuant to § 408 the Township shall have the authority to revoke any special use permit after it has been proved that the holder of the permit has failed to comply with any of the applicable requirements in this Article of the zoning ordinance. After revocation notice has been given, the use for which the permit was granted must cease within sixty (60) days.



connect and serve adjacent development shall be designed appropriately to carry the projected traffic.

- (h) **Shared Drives.** Where the opportunity exists, developments shall use shared drives. Unnecessary curb cuts shall not be permitted.
- (i) **Impervious Surfaces.** The amount of impervious surface has been limited on the site to the extent practical.
- (j) **Master Plan.** The proposal is not in conflict with the land use policies, goals and objectives of the Township Master Plan.

## **(2) Required Approval**

No site diagram, administrative site plan or site development plan shall be approved unless it conforms to all applicable requirements of each article of this Ordinance.

## **G. Conditional Approvals**

The approval authority may attach conditions to the approval of a site diagram, administrative site plan or site development plan when such conditions:

- (1) Would ensure the provision of public services and facilities that are capable of accommodating the increased service and service facility capacities caused by the proposed land use or activity;
- (2) Would protect the built and natural environment;
- (3) Would ensure compatibility with adjacent uses of land; and
- (4) Would ensure compliance with the standards and regulations of this ordinance.

## **H. Performance Guarantees**

A performance guarantee may be required by the approval authority in conformance with § 405, Performance Guarantee.

## **I. Amendments**

### **(1) Site Diagram and Administrative Site Plan Amendments**

Amendments to a site diagram or an administrative site plan shall be approved in the same manner as the initial submittal.

### **(2) Site Development Plan (Quasi-Judicial Approval) Amendments**

Requests to amend a site development plan which was required as part of a Quasi-Judicial development approval shall be subject to the applicable Quasi-Judicial amendment procedure. Refer to § 423 and § 425 - § 430, inclusive.

## **J. Subsequent Applications**

If an administrative site plan or site development plan is denied, a new plan proposing the same development for the same property shall not be filed within twelve (12) months after a final decision.

## **K. Expiration of Approval**

Site diagram, administrative site plan or site development plan approval shall remain valid unless:

- (1) Substantial construction has not commenced and moved meaningfully toward completion within twelve (12) months from the date of approval;
- (2) An extension of time has not been granted in writing by the approval authority on the basis that the owner or applicant maintains a good faith intention to proceed with construction;
- (3) Approval has not been revoked in accordance with § 424.M.



### **(3) Expiration of Approval**

- (a) Preliminary approval by the Township Board shall act as the date of approval for a preliminary PUD plan submitted under § 426.B Preliminary Review and Decision. The applicant shall submit a complete application in accordance with §426.C., Final Review and Decision, or within 12 months of the preliminary approval or the preliminary plan approval shall be considered expired.
- (b) Preliminary approval by the Planning Commission shall act as the date of approval for a preliminary PURD plan submitted under § 427.B Preliminary Review and Decision. The applicant shall submit a complete application in accordance with §427.C., Final Review and Decision, or within 12 months of the preliminary approval or the preliminary plan approval shall be considered expired.
- (c) Execution of the planned development Report and Decision Order shall act as the date of final approval. If substantial construction or, if the order involves no construction, the permitted use has not commenced and proceeded meaningfully toward completion within two (2) years from the date of final approval, the planned development order shall expire automatically.
- (d) Prior to expiring, extensions of the planned development order may be requested by the applicant. If the Planning Commission finds that there is sufficient evidence that the applicant will in fact commence construction and proceed meaningfully toward completion by the end of the third year, the planned development order may be extended for one (1) additional year where all of the following conditions are met:
  - (i) The applicant is able to demonstrate that construction has been delayed by factors that are beyond its control and that construction will commence and continue meaningfully toward completion within the one (1) year extension;
  - (ii) There have been no significant changes in the character of the surrounding area that were not known or anticipated at the time of approval;
  - (iii) There have been no development approvals granted in the surrounding area that would be in conflict with the approved planned development order; and
  - (iv) There have been no changes to the master plan or this Ordinance that would conflict with the approved planned development order.

### **M. Revocation of Planned Development Approval**

If substantial development and completion of the use and buildings do not proceed in conformance with the approved planned development order, or physical or operational changes which violate the order, application, or data accompanying the application by the applicant, its successors, agents or assigns are identified, the Township shall have full authority to revoke approval of the planned development. Upon discovery of a violation, the Director of Planning may issue a notice to appear before a public hearing of the Planning Commission. Notice of such hearing shall be provided in accordance with State statute for public hearings.

In the case of a Planned Unit Development, following completion of the hearing, the Planning Commission shall transmit its recommendation to the Township Board to revoke the planned development approval, require the submittal of an amendment addressing the deficiencies, or confirm the original approval. Upon receipt of the Planning Commission's recommendation, the Township Board shall hold a public hearing prior to making a determination. Following completion



## **SECTION 516 DUMPSTER ENCLOSURES**

Dumpsters or other refuse or recycling containers which serve developments such as, multi-unit residential buildings, institutional, commercial, office, industrial or mixed use establishments shall be enclosed and such enclosures shall comply with the following requirements:

- A. Such enclosures shall be finished with the same materials and colors as the exterior finish of the principal structure or shall be concrete block or similar material.
- B. The enclosure shall be four-sided and constructed with an opaque gate constructed of wood or similar material. Chain link fencing shall not be used for any portion of the enclosure or gate.
- C. Walls of the enclosure shall be a minimum of 6 feet in height.
- D. Interiors and exteriors of enclosures shall be kept clean and free of debris and clutter.

## **SECTION 517 LIGHTING**

*Purpose:* These provisions are intended to control the use of outdoor, artificial illuminating devices emitting rays into the night sky that have a detrimental effect on the rural atmosphere and astronomical observations and that create glare. It is the intention of this section to:

- Encourage good lighting practices such that lighting systems are designed to conserve energy and money;
- Minimize glare;
- Protect the use and enjoyment of surrounding property; and
- Increase nighttime safety, utility, security, and productivity.

### **A. Applicability**

#### **(1) Generally**

- (a) All outdoor, artificial illuminating devices shall be installed in conformance with the provisions of this section.
- (b) This section does not prevent the use of any material or method of installation not specifically addressed. In considering any deviation from the provisions of this section, the Zoning Administrator shall take into consideration any state-of-the-art technology that is consistent with the intent of this section as new lighting technology develops that is useful in reducing light above the horizontal plane.

#### **(2) Exceptions**

The following types of light fixtures shall be exempt from the provisions of this section:

- (a) Low-intensity residential decorative lighting: Residential decorative lighting including porch lights, low level lawn lights, seasonal light such as for Christmas decorating provided that if any such light is directed toward adjacent residential buildings or nearby land, or creates glare perceptible to persons operating motor vehicles on public ways, the luminaire shall be redirected or its light output controlled as necessary to eliminate such conditions.
- (b) Public street luminaires: Luminaires used for public street illumination may be installed up to the edge of any bordering property.
- (c) Emergency lighting: All temporary emergency lighting needed by the police, the fire departments, or other emergency services, as well as all vehicular luminaires, shall be exempt from the requirements of this section.
- (d) Nonconforming fixtures: All outdoor light fixtures legally installed prior to the adoption of this ordinance may remain unchanged, except that any replacement of the subject light fixtures shall be done in compliance with this article.
- (e) Neon lighting

- (f) Flag lighting: Luminaires used for the illumination of the flag of the United States of America shall be exempt from the requirements of this section.

**B. Shielding and Filtration**

- (1) All nonexempt outdoor lighting fixtures shall be hooded and/or louvered to provide a glare free area beyond the property line and beyond any public right-of-way line. Direct or directly reflected light shall be confined to the lot from which it originates. Lighting plans shall be designed so as to avoid the reflection of artificial lighting from rooftops.
- (2) All lighting fixtures shall have one hundred percent (100%) full cut-off and shall not emit any direct light above a horizontal plane through the lowest direct light emitting part of the luminaire, as may be certified by a photometric test. The intensity of light at any angle above a cutoff of seventy five (75) degrees shall be less than ten percent (10%) of the peak candela for the luminaire.
- (3) Light source locations shall be chosen to minimize the hazards of glare.
- (4) All poles or standards used to support outdoor lighting fixtures shall be anodized or otherwise coated to minimize glare from the light source.

**C. Illumination**

**(1) Generally**

Illumination levels within a site shall ensure that a site is adequately, but not excessively, lit at night. Where feasible, average lighting values of illuminated areas ranging from 0.5 to 1.5 foot candle are recommended. In order to ensure visibility, safety, and security, without unnecessarily contributing to light pollution and limiting enjoyment of the night sky, the following illumination standards shall apply.

**(2) Illumination Levels**

- (a) Average Illumination Levels. Average illumination levels of the illuminated area shall not exceed the levels set forth in Table 5-7 for any use permitted by this section.

Table 5-7: Average Illumination Standards

Area/Activity	Foot Candles
Main Parking Area	3.0
Peripheral Parking Area	2.0
Main Drive Areas	5.0
Directly below lighting fixture	20.0

- (b) Illumination at Property Line. Illumination levels at the property line shall not exceed the levels set forth in Table 5-8 for any use permitted by this section. The maximum illumination shall be measured at grade at the property line of the site.



Table 5-8: Illumination Standards at Property Line

Area/Activity	Foot Candles
<b>Residential Zoning Districts</b>	
Adjoining residential zoning district	0.2
Adjoining nonresidential zoning district	1.0
<b>Nonresidential Zoning Districts</b>	
Adjoining another nonresidential zoning district along an arterial	2.0
Adjoining another nonresidential zoning district along collector street	1.2
Adjoining another nonresidential zoning district along local street	1.0
Adjoining another nonresidential zoning district along property line	1.0
Adjoining residential zoning district along arterial	1.0
Adjoining residential zoning district along collector street	0.6
Adjoining residential zoning district along local street	0.4
Adjoining residential zoning district along property line	0.2
<b>Outdoor Events</b>	
Adjoining or within 1,000 feet of residential zoning district	10

- (c) Exceptions to Average Illumination Levels. Automobile dealerships may be permitted a maximum average illumination level of ten (10) foot candles for paved display areas only. Gas stations may be permitted a maximum illumination level of ten (10) foot candles under a pump island canopy only, provided that all light fixtures under such canopy shall be fully recessed into the canopy structure or otherwise fully shielded.

#### D. Color Temperature

Color temperature is measured in Kelvin (K) temperature. In order to minimize negative impacts on circadian rhythms, melatonin production in humans and other animals, and astronomical observation, all proposed lamps shall emit light measuring 3,500 K or warmer (between 0 K and 3,500 K) on the Kelvin scale.

#### E. Prohibitions

##### (1) Mercury-Vapor Fixtures and Lamps

The installation of any mercury-vapor fixture or lamp for use as outdoor lighting is prohibited.

##### (2) Metal Halide Fixtures and Lamps

The installation of any metal-halide fixture or lamp for use as outdoor lighting is prohibited except as follows:

- (a) For outdoor recreation area and amusement area lighting, provided such are mounted at a sufficient height and are properly equipped with baffling and glare guards to meet the requirements of this section; and
- (b) For automobile and similar outdoor sales areas where a high level of color rendition is essential to the activity being conducted.

##### (3) Laser Source Light

The use of laser source light or any similar high-intensity light is prohibited.

**(4) Searchlights**

The operation of searchlights is prohibited.

**(5) Certain Other Fixtures and Lamps**

The installation of any outdoor lighting fixture or lamp is prohibited unless it complies with the shielding and illumination standards (§ 517.B. Shielding and Filtration and § 517.C. Illumination) of this article.

**(6) Recreational Facilities**

No outdoor recreational facility, public or private, shall be illuminated after 11:00 PM, unless otherwise permitted pursuant to a special use permit, except to conclude specific recreational or sporting events or any other activity conducted at a ball park, outdoor amphitheater, arena, or similar facility in progress prior to 11:00 PM.

**(7) Outdoor Building or Landscaping Illumination**

The unshielded outdoor illumination of any building, landscaping, signing, or other purpose is prohibited, except with incandescent fixtures of one hundred and fifty (150) watts or less, or low-pressure sodium fixtures.

**F. Pole Height**

Unless otherwise permitted by special use permit, the maximum height of any pole-mounted lighting fixture or lamp shall not exceed the maximum permitted height of the zoning district in which the fixture or lamp is located.

**SECTION 521 STREET DESIGN AND TRANSPORTATION**

*Purpose:* These regulations are designed to:

- Ensure that the design of streets conforms to the recommendations of the master plan;
- Provide for the safety of both vehicular and pedestrian traffic;
- Provide for livable residential and commercial environments;
- Provide economy of land use, construction, and maintenance;
- Provide safe and efficient access to property;
- Increase connectivity; and
- Reduce total impervious surface and associated stormwater runoff.

**A. Applicability**

This section applies to any application for development approval required by this ordinance or any request to construct, connect, expand or extend a private street.

**B. General Requirements**

All private, and to the extent possible, public roads or streets in the Township shall comply with the standards of this section. No parcels or lots shall be created by land divisions, subdivisions or condominium subdivisions unless street access is provided for in accordance with this ordinance.

**C. Location and Arrangement – Conformity to Master Plan**

The proposed street configuration shall conform to the various elements of the master plan and shall be considered in relation to the existing and planned major thoroughfares and collector streets, and such street configuration shall be placed in the location and with the width indicated on such plan.

 <b>Charter Township of Garfield</b> <b>Planning Department Report No. 2025-7</b>			
Prepared:	January 15, 2025	Pages:	2
Meeting:	January 22, 2025 Planning Commission Study Session	Attachments:	<input checked="" type="checkbox"/>
Subject:	Housing TIF Potential Policies – Discussion		

**BACKGROUND:**

In 1996, the State of Michigan passed Public Act 381 known as the Brownfield Redevelopment Financing Act. A key function of the act was utilizing tax increment financing (TIF) to fund clean-up of properties. Over the years, it has been amended to address different types of properties but has always focused on traditional brownfields.

Recognizing the challenges of housing across the state, the legislature made a significant amendment in 2023 to utilize the Brownfield act for housing development. With this new legislation, property is no longer required to be a traditional brownfield if it’s going to be used for housing. The Michigan State Housing Development Authority (MSHDA) can approve state TIF for new housing development for residents earning up to 120% of area median income. Now commonly called Housing Tax Increment Financing or HTIF, this approach utilizes the capture of new tax revenue generated through increased taxable value of the housing development.

**WHAT IS WORKFORCE HOUSING AND 120% OF AREA MEDIAN INCOME?:**

Workforce housing is housing for employees in the workforce that earn a middle income that still have challenges finding adequate housing. Workforce housing is for households with incomes between 80% and 120% of the area median income (AMI). MSHDA sets the income limits for each county in Michigan. See attached table for the Grand Traverse County income limits as set by MSHDA.

**NEED FOR POLICY:**

Earlier last year, the Township Board approved an HTIF plan for the proposed multi-family residential housing development for the Gauthier site on US-31. The Special Use Permit application for the project is expected to be submitted to the Planning Commission soon. In anticipation of more applications, the Township would like to establish a policy for consideration and review of such applications. While it’s a funding mechanism to support housing, its application has impact on land use patterns in the Township. Therefore, input how HTIF is applied warrants Planning Commission input.

**POLICY CRITERIA DISCUSSION:**

Policy criteria for the Township Board to consider may address the type of development and/or location of the development. HTIF can be applied to renter and owner situations. Some initial thoughts for policy criteria include the following:

- Focus on areas served by municipal water and sewer.
- Focus on starter homes. A starter home be generally considered having a lot area of 10,000 to 12,000 square feet and/or a dwelling size of 1,000 to 1,500 square feet.
- Focus on areas with a future land use designation of Mixed Use Center, Mixed Use Neighborhood, High Density Residential, or Moderate Density Residential.
- Incorporate Township public improvements (i.e., trail) in the HTIF plan when in accordance with Township plans.
- Require conceptual review of a project by the Planning Commission prior to Board approval (if not already approved).

**ACTION REQUESTED:**

These items are for discussion only. No action is requested.

**Attachment:**

1. Grand Traverse County 2024 Income Limits from MSHDA

## 04/01/2024 INCOME AND RENT LIMITS

**County: 28 Grand Traverse**

**Effective Date: 4/1/2024**

Income	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
20%	13,840	15,820	17,800	19,760	21,360	22,940	24,520	26,100
25%	17,300	19,775	22,250	24,700	26,700	28,675	30,650	32,625
30%	20,760	23,730	26,700	29,640	32,040	34,410	36,780	39,150
35%	24,220	27,685	31,150	34,580	37,380	40,145	42,910	45,675
40%	27,680	31,640	35,600	39,520	42,720	45,880	49,040	52,200
45%	31,140	35,595	40,050	44,460	48,060	51,615	55,170	58,725
50%	34,600	39,550	44,500	49,400	53,400	57,350	61,300	65,250
55%	38,060	43,505	48,950	54,340	58,740	63,085	67,430	71,775
60%	41,520	47,460	53,400	59,280	64,080	68,820	73,560	78,300
70%	48,440	55,370	62,300	69,160	74,760	80,290	85,820	91,350
80%	55,360	63,280	71,200	79,040	85,440	91,760	98,080	104,400
100%	69,200	79,100	89,000	98,800	106,800	114,700	122,600	130,500
120%	83,040	94,920	106,800	118,560	128,160	137,640	147,120	156,600
125%	86,500	98,875	111,250	123,500	133,500	143,375	153,250	163,125
140%	96,880	110,740	124,600	138,320	149,520	160,580	171,640	182,700
150%	103,800	118,650	133,500	148,200	160,200	172,050	183,900	195,750

Rent By Person	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
20%	346	395	445	494	534	573	613	652
25%	432	494	556	617	667	716	766	815
30%	519	593	667	741	801	860	919	978
35%	605	692	778	864	934	1,003	1,072	1,141
40%	692	791	890	988	1,068	1,147	1,226	1,305
45%	778	889	1,001	1,111	1,201	1,290	1,379	1,468
50%	865	988	1,112	1,235	1,335	1,433	1,532	1,631
55%	951	1,087	1,223	1,358	1,468	1,577	1,685	1,794
60%	1,038	1,186	1,335	1,482	1,602	1,720	1,839	1,957
80%	1,384	1,582	1,780	1,976	2,136	2,294	2,452	2,610
100%	1,730	1,977	2,225	2,470	2,670	2,867	3,065	3,262
120%	2,076	2,373	2,670	2,964	3,204	3,441	3,678	3,915



**MICHIGAN PLANNING ENABLING ACT**  
**Act 33 of 2008**

AN ACT to codify the laws regarding and to provide for county, township, city, and village planning; to provide for the creation, organization, powers, and duties of local planning commissions; to provide for the powers and duties of certain state and local governmental officers and agencies; to provide for the regulation and subdivision of land; and to repeal acts and parts of acts.

**History:** 2008, Act 33, Eff. Sept. 1, 2008.

*The People of the State of Michigan enact:*

ARTICLE I.  
GENERAL PROVISIONS

**125.3801 Short title.**

Sec. 1. This act shall be known and may be cited as the "Michigan planning enabling act".

**History:** 2008, Act 33, Eff. Sept. 1, 2008.

**125.3803 Definitions.**

Sec. 3. As used in this act:

(a) "Chief administrative official" means the manager or other highest nonelected administrative official of a city or village.

(b) "Chief elected official" means the mayor of a city, the president of a village, the supervisor of a township, or, subject to section 5, the chairperson of the county board of commissioners of a county.

(c) "County board of commissioners", subject to section 5, means the elected county board of commissioners, except that, as used in sections 39 and 41, county board of commissioners means 1 of the following:

(i) A committee of the county board of commissioners, if the county board of commissioners delegates its powers and duties under this act to the committee.

(ii) The regional planning commission for the region in which the county is located, if the county board of commissioners delegates its powers and duties under this act to the regional planning commission.

(d) "Ex officio member", in reference to a planning commission, means a member, with full voting rights unless otherwise provided by charter, who serves on the planning commission by virtue of holding another office, for the term of that other office.

(e) "Legislative body" means the county board of commissioners of a county, the board of trustees of a township, or the council or other elected governing body of a city or village.

(f) "Local unit of government" or "local unit" means a county or municipality.

(g) "Master plan" means either of the following:

(i) As provided in section 81(1), any plan adopted or amended before September 1, 2008 under a planning act repealed under section 85.

(ii) Any plan adopted or amended under this act. This includes, but is not limited to, a plan prepared by a planning commission authorized by this act and used to satisfy the requirement of section 203(1) of the Michigan zoning enabling act, 2006 PA 110, MCL 125.3203, regardless of whether it is entitled a master plan, basic plan, county plan, development plan, guide plan, land use plan, municipal plan, township plan, plan, or any other term.

(h) "Municipality" or "municipal" means or refers to a city, village, or township.

(i) "Planning commission" means either of the following, as applicable:

(i) A planning commission created pursuant to section 11(1).

(ii) A planning commission retained pursuant to section 81(2) or (3), subject to the limitations on the application of this act provided in section 81(2) and (3).

(j) "Planning jurisdiction" for a county, city, or village refers to the areas encompassed by the legal boundaries of that county, city, or village, subject to section 31(1). Planning jurisdiction for a township refers to the areas encompassed by the legal boundaries of that township outside of the areas of incorporated villages and cities, subject to section 31(1).

(k) "Population" means the population according to the most recent federal decennial census or according to a special census conducted under section 7 of the Glenn Steil state revenue sharing act of 1971, 1971 PA 140, MCL 141.907, whichever is the more recent.

(l) "Public transportation agency" means a governmental entity that operates or is authorized to operate



commerce. The membership must also be representative of the entire territory of the local unit of government to the extent practicable.

(4) Members of a planning commission must be qualified electors of the local unit of government. However, the following number of planning commission members may be individuals who are not qualified electors of the local unit of government but are qualified electors of another local unit of government:

(a) 3, in a city that on September 1, 2008 had a population of more than 2,700 but less than 2,800.

(b) 2, in a city or village that has, or on September 1, 2008 had, a population of less than 5,000, except as provided in subdivision (a).

(c) 1, in a local unit of government not described in subdivision (a) or (b).

(5) In a township that on September 1, 2008 had a planning commission created under former 1931 PA 285, 1 member of the legislative body or the chief elected official, or both, may be appointed to the planning commission as ex officio members. In any other township, 1 member of the legislative body must be appointed to the planning commission as an ex officio member. In a city, village, or county, the chief administrative official or an individual designated by the chief administrative official, if any, the chief elected official, 1 or more members of the legislative body, or any combination thereof, may be appointed to the planning commission as ex officio members, unless prohibited by charter. However, in a city, village, or county, not more than 1/3 of the members of the planning commission may be ex officio members. Except as provided in this subsection, an elected officer or employee of the local unit of government is not eligible to be a member of the planning commission. The term of an ex officio member of a planning commission is as follows:

(a) The term of a chief elected official must correspond to the individual's term as chief elected official.

(b) The term of a chief administrative official expires with the term of the chief elected official that appointed the chief administrative official.

(c) The term of a member of the legislative body expires with the member's term on the legislative body.

(6) For a county planning commission, the county shall make every reasonable effort to ensure that the membership of the county planning commission includes a member of a public school board or an administrative employee of a school district located, in whole or in part, within the county's boundaries. This subsection applies each time an appointment is to be made to the planning commission, unless an incumbent is being reappointed or an ex officio member is being appointed under subsection (5).

(7) Subject to subsection (8), a city or village that has a population of less than 5,000, and that has not created a planning commission by charter, may by an ordinance adopted under section 11(1) provide that 1 of the following boards serve as its planning commission:

(a) The board of directors of the economic development corporation of the city or village created under the economic development corporations act, 1974 PA 338, MCL 125.1601 to 125.1636.

(b) The board of a downtown development authority created under part 2 of the recodified tax increment financing act, 2018 PA 57, MCL 125.4201 to 125.4230, if the boundaries of the downtown district are the same as the boundaries of the city or village.

(c) The board of a tax increment finance authority under part 3 of the recodified tax increment financing act, 2018 PA 57, MCL 125.4301 to 125.4329, if the boundaries of the authority district are the same as the boundaries of the city or village.

(8) Subsections (1) to (5) do not apply to a planning commission established under subsection (7). All other provisions of this act apply to a planning commission established under subsection (7).

(9) The legislative body may remove a member of the planning commission for misfeasance, malfeasance, or nonfeasance in office on written charges and after a public hearing. Before casting a vote on a matter on which a member may reasonably be considered to have a conflict of interest, the member shall disclose the potential conflict of interest to the planning commission. The member is disqualified from voting on the matter if so provided by the bylaws or by a majority vote of the remaining members of the planning commission. Failure of a member to disclose a potential conflict of interest as required by this subsection constitutes malfeasance in office. Unless the legislative body, by ordinance, defines conflict of interest for the purposes of this subsection, the planning commission shall do so in its bylaws.

(10) An ordinance creating a planning commission may impose additional requirements relevant to the subject matter of, but not inconsistent with, this section.

**History:** 2008, Act 33, Eff. Sept. 1, 2008;—Am. 2010, Act 105, Imd. Eff. June 29, 2010;—Am. 2024, Act 153, Eff. (sine die).

### **125.3817 Chairperson, secretary, and other offices; election; terms; appointment of advisory committees.**

**Sec. 17. (1) A planning commission shall elect a chairperson and secretary from its members and create and fill other offices as it considers advisable. An ex officio member of the planning commission is not**



**eligible to serve as chairperson.** The term of each officer shall be 1 year, with opportunity for reelection as specified in bylaws adopted under section 19.

(2) A planning commission may appoint advisory committees whose members are not members of the planning commission.

**History:** 2008, Act 33, Eff. Sept. 1, 2008.

#### **125.3819 Bylaws; adoption; public record requirements; annual report by planning commission.**

Sec. 19. (1) A planning commission shall adopt bylaws for the transaction of business, and shall keep a public record of its resolutions, transactions, findings, and determinations.

(2) A planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development.

**History:** 2008, Act 33, Eff. Sept. 1, 2008.

#### **125.3821 Meetings; frequency; time; place; special meeting; notice; compliance with open meetings act; availability of writings to public.**

Sec. 21. (1) A planning commission shall hold not less than 4 regular meetings each year, and by resolution shall determine the time and place of the meetings. Unless the bylaws provide otherwise, a special meeting of the planning commission may be called by the chairperson or by 2 other members, upon written request to the secretary. Unless the bylaws provide otherwise, the secretary shall send written notice of a special meeting to planning commission members not less than 48 hours before the meeting.

(2) The business that a planning commission may perform shall be conducted at a public meeting of the planning commission held in compliance with the open meetings act, 1976 PA 267, MCL 15.261 to 15.275. Public notice of the time, date, and place of a regular or special meeting shall be given in the manner required by that act.

(3) A writing prepared, owned, used, in the possession of, or retained by a planning commission in the performance of an official function shall be made available to the public in compliance with the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246.

**History:** 2008, Act 33, Eff. Sept. 1, 2008.

#### **125.3823 Compensation; expenses; preparation of budget; acceptance of gifts.**

Sec. 23. (1) Members of a planning commission may be compensated for their services as provided by the legislative body. A planning commission may adopt bylaws relative to compensation and expenses of its members and employees for travel when engaged in the performance of activities authorized by the legislative body, including, but not limited to, attendance at conferences, workshops, educational and training programs, and meetings.

(2) After preparing the annual report required under section 19, a planning commission may prepare a detailed budget and submit the budget to the legislative body for approval or disapproval. The legislative body annually may appropriate funds for carrying out the purposes and functions permitted under this act, and may match local government funds with federal, state, county, or other local government or private grants, contributions, or endowments.

(3) A planning commission may accept gifts for the exercise of its functions. However, in a township, other than a township that on the effective date of this act had a planning commission created under former 1931 PA 285, only the township board may accept such gifts, on behalf of the planning commission. A gift of money so accepted in either case shall be deposited with the treasurer of the local unit of government in a special nonreverting planning commission fund for expenditure by the planning commission for the purpose designated by the donor. The treasurer shall draw a warrant against the special nonreverting fund only upon receipt of a voucher signed by the chairperson and secretary of the planning commission and an order drawn by the clerk of the local unit of government. The expenditures of a planning commission, exclusive of gifts and grants, shall be within the amounts appropriated by the legislative body.

**History:** 2008, Act 33, Eff. Sept. 1, 2008.

#### **125.3825 Employment of planning director and other personnel; contract for services; use of information and advice provided by public officials, departments, and agencies.**

Sec. 25. (1) A local unit of government may employ a planning director and other personnel as it considers necessary, contract for the services of planning and other technicians, and incur other expenses, within a budget authorized by the legislative body. This authority shall be exercised by the legislative body, unless a

## Garfield Township Planning Commission Bylaws

The following rules of procedure are hereby adopted by the Garfield Township Planning Commission to facilitate the performance of its duties as outlined in the Michigan Planning Enabling Act, Public Act 33 of 2008, MCL 125.3801, *et seq.*, and the Michigan Zoning Enabling Act, Public Act 110 of 2006, MCL 125.3101, *et seq.*

### SECTION 1: Officers

- A. Selection and Tenure** - At the first regular meeting each January, the Planning Commission shall select from its membership a Chairperson, a Vice Chairperson and a Secretary. All officers shall serve a term of one year, or until their successors are selected and assume office, except as noted in Section 1.C, below. All officers shall be eligible for re-election for consecutive terms.
- B. Chairperson** - The Chairperson shall preside at all meetings, appoint committees and perform such other duties as may be ordered by the Planning Commission.
- C. Vice Chairperson** - The Vice Chairperson shall act in the capacity of the Chairperson in his/her absence. In the event the office of Chairperson becomes vacant, the Vice Chairperson shall succeed to this office for the unexpired term, and the Planning Commission shall select a successor to the office of Vice Chairperson for the unexpired term.
- D. Secretary** - The Secretary shall execute documents in the name of the Planning Commission and shall perform such other duties as the Planning Commission may determine, including but not necessarily limited to the following:
1. **Minutes** - The Secretary shall be responsible for maintaining a permanent record of the minutes of each meeting and shall have them recorded in suitable permanent records maintained by the township clerk. The minutes shall contain a brief synopsis of the meeting, including a complete restatement of all motions and record of votes, conditions or recommendations made on any action and record of attendance.
  2. **Correspondence** - The Secretary shall be responsible for issuing formal written correspondence with other groups or persons, as directed by the Planning Commission. All communications, petitions, reports or other written materials received by the Secretary shall be brought to the attention of the Planning Commission.
  3. **Attendance** - The Secretary shall be responsible for maintaining an attendance record for each Planning Commission member and report those records annually to the Planning Commission for inclusion in the annual report to the Township Board.
  4. **Notices** - The Secretary shall oversee the issuance of such notices as may be required by the Planning Commission, including Open Meetings Act notices, as well as notices required for specific planning or zoning actions under the Michigan Planning Enabling Act or the Michigan Zoning Enabling Act.
- E. Recording Secretary** - The Planning Commission or Secretary may designate a Recording Secretary. The Recording Secretary shall not be a member of the Planning Commission or any of its committees, and shall perform the following duties:
1. **Minutes** - Prepare a first draft of Planning Commission minutes for review and approval by the Planning Commission; and
  2. **Other Duties** - Perform such other duties as may be ordered by the Planning Commission or Secretary.



# Charter Township of Garfield

Grand Traverse County

3848 VETERANS DRIVE  
 TRAVERSE CITY, MICHIGAN 49684  
 PH: (231) 941-1620 • FAX: (231) 941-1588

## 2025 PLANNING COMMISSION MEETING DATES

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The Charter Township of Garfield Planning Commission meets on the second and fourth Wednesdays of each month, excepting the months of November and December. All meetings begin at 7:00 pm and are held at the Garfield Township Hall, 3848 Veterans Drive, Traverse City, Michigan. The adopted 2025 meeting schedule is as follows:

### Regular Meeting

January 8, 2025  
 February 12, 2025  
  
 March 12, 2025  
 April 9, 2025  
 May 14, 2025  
 June 11, 2025  
 July 9, 2025  
 August 13, 2025  
 September 10, 2025  
 October 8, 2025  
 November 12, 2025  
 December 10, 2025

### Study Session

January 22, 2025  
 \* February 26, 2025  
 (Joint mtg. with Township Board at 6:00pm)  
 March 26, 2025  
 April 23, 2025  
 May 28, 2025  
 June 25, 2025  
 July 23, 2025  
 August 27, 2025  
 September 24, 2025  
 October 22, 2025

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