

**CHARTER TOWNSHIP OF GARFIELD
PLANNING COMMISSION MEETING
May 8, 2024**

Call Meeting to Order: Chair McManus called the May 8, 2024 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, Chris DeGood, Robert Fudge, Pat Cline, and Joe McManus

Staff Present: Deputy Planning Director Steve Hannon

1. **Public Comment (7:01)**

None

2. **Review and Approval of the Agenda – Conflict of Interest (7:01)**

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

Yeas: Fudge, Cline, Racine, Agostinelli, Robertson, DeGood, McManus

Nays: None

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

a. **April 24, 2024 Regular Meeting**

Agostinelli moved and Robertson seconded to approve the April 24, 2024 Regular Meeting minutes as presented.

Yeas: Agostinelli, Robertson, Fudge, Racine, DeGood, Cline, McManus

Nays: None

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

Blair Township's Notice of Intent to Plan announcement is included in packets.

5. **Reports (7:03)**

Township Board Report

Agostinelli had no report.

Planning Commissioners

i. **Zoning Board of Appeals**

Fudge had no report.

ii. **Parks and Recreation Commission**

DeGood had no report.

- iii. **Joint Planning Commission**
Racine had no report.

Staff Report

- i. **PD 2024-30 – Planning Department Monthly Report – May 2024**
Hannon stated that there was an updated zoning map on planning commissioner’s desks which incorporates new rezoned parcels as well as three additional parcels which were recently determined to be under the jurisdiction of the township and not the city.

Master Plan Announcement (7:07)

Hannon reported that the draft Master Plan is still within the 63-day review period which ends on May 29. A public hearing will be held at the June 12 Planning Commission meeting.

- 6. **Unfinished Business**
None

7. **New Business**

- a. **PD 2024-28 – Potter’s Home Retreat B&B Special Use Permit – Introduction (7:09)**

This application is requesting a Special Use Permit (SUP) for use of an existing single-family residence at 492 West Potter Road as a Bed & Breakfast Establishment. According to the applicant, the proposed bed and breakfast “is intended to serve anywhere from 1 to 6 guests per stay.” Bed & Breakfast Establishments are permitted via SUP in the A-Agricultural zoning district. Commissioners discussed the proposed project.
Applicant Brandy Waslawski spoke regarding the odd shape of the property.

Robertson moved and Fudge seconded THAT application SUP-2024-01 for a Special Use Permit for a bed and breakfast establishment at 492 West Potter Road BE SCHEDULED for a public hearing at the June 12, 2024 Planning Commission Regular Meeting.

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

- b. **PD 2024-29 – BATA TC Housing Commission Phasing – PUD Minor Amendment (7:14)**

The Bay Area Transportation Authority (BATA) and Traverse City Housing Commission (TCHC) Transit Oriented Mixed-Use Planned Unit Development (PUD), located north of Hammond Road and east of LaFranier Road, was approved on March 22, 2022 (PUD 2020-02). This

current application is for a proposed amendment for the portion of the PUD containing The Flats at Carriage Commons. Known as the Residential Phase, this part of the PUD is approved for 210 multi-family residential units in five buildings, 15 single-family residential lots, a 4,000-square-foot childcare center, and a 2,940-square-foot café/neighborhood commercial building. This current request is the third amendment to the approved PUD plan. In this case, the Michigan State Housing Development Authority (MSHDA), a financial agency responsible for funding of the TCHC portion of the PUD development, requires that any open space for congregation such as the proposed playground in Phase 1 shall be a distance greater than 688 feet away from the existing high pressure gas lines located to the east or have the line of sight be blocked via a building or wall. To meet this requirement and keep the project moving forward in a timely manner, the TCHC is requesting a modification to the phasing plan that would allow the previously approved playground in Phase 1 be delayed until an approved mitigation plan can be developed.

Karl Fulmer from TCHC spoke regarding the application. He stated that contractors will place a \$61,000 surety with the township per a contractor bid for the future playground. Hannon reminded commissioners that this request is considered a minor amendment since nothing else is changing. Commissioners asked for a letter from MSHDA documenting that this action would address this issue and information was requested from the playground contractor verifying the surety amount. Commissioners discussed the playground and the surety along with the phased building plan and questioned how it would work with the phased plan since phase three may not be built for over two years. Fulmer stated that a DTE inspection was forthcoming and if they allowed for the playground in phase one, it would be built at that time. Commissioners asked to add a condition regarding a two-year limit on a surety and for the submission of an updated phasing map.

Racine moved and Agostinelli seconded THAT Findings of Fact for application PUD 2020-02-C, included in PD Report 2024-29 and forming part of this motion, BE APPROVED.

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

DeGood moved and Robertson seconded THAT application PUD 2020-02-C, submitted by the Traverse City Housing Commission to change the phasing plan of the multi-family buildings for the BATA TCHC Transit Oriented Mixed-Use PUD on parcel 05-023-042-40, BE APPROVED with the following conditions:

1. *Provision of a surety for the construction of a playground and sufficient documentation that supports the dollar amount of surety, including letters from MSHDA and the contractor.*
2. *The previous PUD approvals and conditions associated with that approval remain intact unless adjusted as part of this amendment.*
3. *The applicant shall record an amended and restated Report and Decision Order (RDO) with the Grand Traverse County Register of Deeds in the chain of title for each parcel or portion thereof to which the RDO pertains. A copy of each recorded document shall be filed with the Township within thirty (30) days of final approval by the Township or approval shall be considered to have expired.*
4. *The surety shall be posted for two years or until it is determined that the originally approved location of the playground is acceptable, or until an alternative acceptable location of the playground is found, whichever occurs first.*
5. *An updated phasing plan shall be provided.*

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

8. **Public Comment (8:02)**
None

9. **Other Business (8:04)**
None

10. **Items for Next Agenda – May 22, 2024 (8:04)**
a. Master Plan Potential Implementation Projects – Discussion/Prioritization

11. **Adjournment**
Fudge moved to adjourn the meeting at 8:05pm.



Joe Robertson, Secretary
Garfield Township Planning
Commission
3848 Veterans Drive
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