

CHARTER TOWNSHIP OF GARFIELD PLANNING COMMISSION MEETING

Wednesday, May 22, 2024 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 – May 8, 2024

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
 - i. Master Plan Announcement

6. Unfinished Business

- a. PD 2024-31 – Master Plan Potential Implementation Projects – Discussion / Prioritization

7. New Business

8. Public Comment

9. Other Business

10. Items for Next Agenda – June 12, 2024

- a. Garfield Township Master Plan – Public Hearing
b. Potter's Home Retreat Bed and Breakfast Special Use Permit – Public Hearing
c. TJ Maxx – Planned Development / Planned Shopping Center Sign Review
d. Tower North Wireless Communication Facility Special Use Permit – Introduction
e. Two Brothers Dog Park Café and Taphouse – Conceptual 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
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
Traverse City, MI 49684



Charter Township of Garfield Planning Department Report No. 2024-31

Prepared:	May 16, 2024	Pages:	3
Meeting:	May 22, 2024 Planning Commission Study Session	Attachments:	<input type="checkbox"/>
Subject:	Master Plan Implementation Projects – Discussion		

BACKGROUND:

At their study session on April 24, 2024, the Planning Commission discussed several potential future projects for implementing the Master Plan, especially updates to the Zoning Ordinance. The Commissioners asked Staff for additional information on these potential projects including a draft prioritization to determine which projects to do in 2024 and which to do in future years. This draft prioritization is provided in the following report.

MAJOR PROJECTS:

Some of the Master Plan implementation projects will include major updates to zoning districts or the creation of new zoning districts, including the following:

- *Priority #1: Updates to the R-3 zoning district* – The update to the Master Plan includes several goals and objectives about housing. One of the considerations to increase housing availability in this section is:

Housing allowed by right. Other than single family detached homes and duplexes, housing with three units or more requires planning commission approval. Once the Master Plan is adopted and updated zoning requirements are in place, most housing could be administratively approved. This approach can streamline the process required by homebuilders and developers.

The goal for housing in the Master Plan is “Provide a balance of housing choices with a variety of housing types.” This goal also aligns with the Township’s Strategic Plan. To implement this goal, the Planning Commission should consider the following in reviewing changes to the R-3 zoning district.

- Define “Dwelling, Triplex” (3 dwelling units) and allow by right in the R-3 district
 - Define “Dwelling, Quadplex” (4 dwelling units) and allow by right in the R-3 district
 - Allow for a range of housing developments (e.g. 5-12 dwelling units) that could be approved with special conditions and reviewed administratively, and allow within the R-3 district
 - Redefine “Dwelling, Multiple Family” for anything requiring a Special Use Permit in R-3
 - Give Planning Commission the ability to allow for flexibility in density in the R-3 district
- *Priority #2: Creation of a new Mixed-Use Center zoning district* – The update to the Master Plan includes several areas with the Future Land Use designation of Mixed-Use Center, identified as large districts with noticeable concentrations of commercial, residential, and/or public/semi-public uses. Some of these areas designated as Mixed-Use correspond to the existing C-P zoning district: Cherryland Center and the Grand Traverse Mall area.

Staff have begun work on drafting a potential Mixed-Use Center zoning district. Staff is also anticipating the property owners at Cherryland Center to collaborate on a comprehensive development plan for that property, which may contain some of the framework to use in a potential Mixed-Use Center district. This district could be applied to areas zoned C-P but would likely be created as its own zoning district.

ZONING ORDINANCE TEXT AMENDMENTS:

The Planning Commission often reviews a few topic areas of the Zoning Ordinance at a time and recommends a package of amendments to the Township Board. Staff proposes the following as priorities for amendments to the Zoning Ordinance to consider:

- *Lighting* – Some minor changes to lighting standards may be considered in response to new technology and new trends in lighting. Items to consider include standards for building accent lighting, clarifying the threshold for when a photometric plan is required, and requirements for shielding the light source for both internal building lighting and outdoor lighting. Staff recommend focusing on these aspects of lighting and do not propose any changes to the technical standards of this section.
- *Drive-Through Businesses* – Two items were described at the previous study session. One is to consider requiring a drive-through design analysis, which would be like a traffic impact report but focusing on the impact and safety of the drive-through design, stacking, turning movements, and more. The other item to consider is removing the 60-foot setback requirement to allow for improved site design and function. The current language is interpreted as being a 60-foot setback “from the right-of-way line of any existing or proposed street” to the building, which is more than the minimum front yard setback described in those districts where drive-through businesses are permitted.
- *Food Trucks* – Staff have heard proposals from interested parties for considering permitting food trucks. Staff recommends that if the Planning Commission were to consider this, some parameters may include only permitting them in certain districts, only permitting them as an accessory use with requiring another primary use on the site and reviewing the definition for food truck currently in the Ordinance.
- *Non-Motorized Pathways* – Currently, the Zoning Ordinance requires sidewalk or pathway installation or improvements for developments with over \$20,000 in construction costs. This amount is often far below the typical construction cost for projects, and for smaller projects the cost of the sidewalk or pathway can be a substantial proportion of the overall project cost. Commissioners may consider updating the amount in this requirement or providing flexibility in administering this requirement. Staff have provided a list of recent administrative site plan reviews, for which sidewalk or pathway improvements were required, and their construction costs. This list is provided as an appendix.
- *Bed and Breakfast* – Staff recommends a cleanup amendment to clarify the total number of guests allowed by referring to “transient tenants” as used in the definition of bed and breakfast, rather than “occupants” which could refer to both guests and residents.

Future Zoning Ordinance amendment projects include the following:

- *Sign Ordinance* – Commissioners asked about amending the sign ordinance and obtaining legal review of the current regulations in the Ordinance. The Planning Commission could consider making a request for legal review of the sign ordinance regulations in the Zoning Ordinance. There have been several cases in the past 5-10 years reviewed by the United States Supreme Court which may impact how municipalities can regulate signs in their ordinances. A legal review could be proposed for later in 2024 or concurrently when the Planning Commission is reviewing other parts of the Ordinance.

ACTION REQUESTED:

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

Appendix:

1. List of recent administrative site plan reviews with construction costs.

Appendix: Recent Administrative Site Plan Reviews with Construction Costs	
Development	Construction / Permit Cost
Wild Bill’s Tobacco / old Family Video (South Airport Road)	\$30,000
4Front Credit Union (West Front Street)	\$58,725
Cedar Run Annex Professional Building (West Front Street)	\$150,000
ViewTech Borescopes (1745 Barlow Street)	\$232,000
UPS Customer Center (West Hammond Road)	\$297,828
McDonald’s (South Airport Road)	\$425,000
Shell / True North (South Airport and LaFranier Roads)	\$490,000
Sportsman’s Warehouse (US 31)	\$579,824
Pet Supplies Plus at Grand Traverse Mall (South Airport Road)	\$598,870
Gordon’s Food Service (South Airport Road and Barlow Street)	\$900,000
TJ Maxx (US 31)	\$1,656,870
TC Hammond Storage (Garfield and Hammond Roads)	\$5,656,405 (three permits)
U-Haul (US 31)	\$9,650,000 (two permits)