

	Charter Township of Garfield Planning Department Report No. 2021-17		
Prepared:	February 1, 2021	Pages:	6
Meeting:	February 9, 2021 Township Board	Attachments:	<input type="checkbox"/>
Subject:	2020 Planning Commission Annual Report		

INTRODUCTION:

The 2020 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, and outlines activities of the Planning Department during 2020.

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)
- Grand Traverse County Road Commission (Garfield Township Alternate Representative)

ADMINISTRATION:

The Planning Department was responsible for generating 166 Staff Reports in 2020 (compared to 159 in 2019 and 125 in 2018) for the various boards and commissions listed above. Day-to-day tasks also include dialogue with Garfield Township residents, the development community, other community stakeholders, and partner organizations; review of new and ongoing development applications; monitoring development approvals as they proceed through the approval process; administering grants and parks and recreation activities; developing plans and related studies; preparing zoning analyses and drafting new ordinance text; and, conducting site visits.

PLANNING COMMISSION:

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 for 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 work session during the second meeting of the month. This schedule will continue throughout 2021.

STRATEGIC PLAN:

In February 2020, Planning Department staff provided a year-end report to the Township Board on its activity that supported the Strategic Plan in 2019. In July 2020, staff assisted the Township Board with an amendment of the Strategic Plan to include emergency medical services under the Public Safety goal.

BARLOW GARFIELD NEIGHBORHOOD PLAN:

Adopted in June 2020 by the Township Board, the Barlow Garfield Neighborhood Plan was incorporated into the Garfield Township Master Plan to help guide future land use and development for a portion of the east side of the township, including the redevelopment of the Cherryland Center site. The neighborhood includes both sides of the street on portions of Barlow Street, South Airport Road, Garfield Avenue, and surrounding sites. The Plan serves as a template to conduct other subarea plans around the Township where more focused attention to planning and zoning is needed.

REDEVELOPMENT READY COMMUNITIES:

The Township applied to and was approved for the Redevelopment Ready Communities (RRC) program. RRC is a no-cost, technical assistance, statewide certification program offered by the Michigan Economic Development Corporation (MEDC). The program evaluates and certifies that a community has integrated transparency, predictability and efficiency into daily development practices through a set of best practices.

To start the certification process, a baseline report was prepared by the RRC program for the Township which includes a number of recommendations for how the community can fully align with the RRC best practices. Staff is working on or preparing to begin several projects in accordance the best practices to help advance the Township towards certification.

ZONING ORDINANCE USE CHART PROJECT:

The Planning Commission is reviewing and updating land use names, definitions, requirements, and districts as part of developing a use chart for the Zoning Ordinance. Commissioners will continue this discussion in 2021 and will prepare a Zoning Ordinance amendment incorporating these changes.

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 to gauge the Planning Commission’s interest in a potential project before a full application is submitted. This process has been utilized by several applicants as they are able to discuss a potential project 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 2020:

- Bay Area Transportation Association (BATA) – Planned Unit Development
- Oakleaf Village Senior Living Complex – Planned Unit Development
- Bay Area Transportation Association (BATA) – Planned Unit Development (Revised Concept)
- M Brothers Northern/2326 N US 31 South Apartment Complex – Special Use Permit
- Mosser Apartment Complex – Planned Unit Development

ADMINISTRATIVE REVIEWS:

In some specific cases, the Planning Director can administratively approve projects provided that they meet all requirements of the Zoning Ordinance. This procedure significantly improves efficiency in the review of minor requests. The Planning Department requires that any Administrative Amendment be justified via written findings. The following five applications were administratively reviewed and approved in 2020:

- **PUD 2003-02B Morgan Farms PUD Administrative Amendment (Approved)**
The request was to amend the Neighborhood Center portion of the Morgan Farms Planned Unit Development (PUD) located off East Traverse Highway (M-72). Most of the PUD is located within the boundaries of the City of Traverse City. Due to a reconfiguration of the proposed buildings, the amendment will result in a reduction in floor area and eliminate the proposed commercial and office uses for this portion of the PUD. Only residential uses will remain in the Township. The entire planned Neighborhood Center portion of the PUD is 19.25 acres in area, of which 4.10 acres are located within Garfield Township.
- **SPR 2000-09-I Chelsea Park II PUD Administrative Amendment (Approved)**
The subject property is in Chelsea Park II within the east portion of Chelsea Park Planned Unit Development located off Hartman Road. The request was to amend Chelsea Park II to replace a proposed 4-unit residential building with a proposed two-unit residential building.
- **SUP-1991-10-N Crown PUD Maintenance Facility Addition Administrative Amendment (Approved)**
The Crown Planned Unit Development is located off North West Silver Lake Road, west of Zimmerman Road. The subject improvement was an addition to the existing maintenance facility located northwest of the clubhouse for the Crown Golf Club.
- **SUP 1995-07-A McDonald's – SUP Administrative Amendment (Approved)**
The subject parcel is located on the north side of South Airport Road, just east of Cass Road. The request was to amend the McDonald's Special Use Permit to alter the drive-through circulation pattern and remove three parking spaces, as part of a project which includes a building remodel. Landscaping previously removed from the site was required to be restored as part of the Township approval.
- **SPR 2020-02 Residential/Live Work Building 57 / Grand Traverse Commons (Approved)**
The subject property, Building 57, is located at 1388 Gray Drive within the west portion of the Village at Grand Traverse Commons. Since the location is within the Grand Traverse Commons, this application was reviewed under the Grand Traverse Commons Development Regulations and not the Township Zoning Ordinance. The request was for administrative site plan review of a proposal for a new replacement building on the site of Building 57 to create 12 live/work condominiums.
- **SUP-2017-04-B Hickory Hills – SUP Administrative Amendment (Under Review)**
The subject parcel is the Hickory Hills recreational facility owned and operated by the City of Traverse City and located in Garfield Township at 2000 Randolph Street. The request is to amend the Hickory Hills Special Use Permit to allow fourteen replacement outdoor lighting fixtures in the ski area of the Hickory Hills site.

DEVELOPMENT REVIEWS:

The Planning Commission reviewed and approved numerous projects in 2020, which included Site Plan Reviews, Planned Unit Developments, Special Use Permits, and Zoning Text and Map Amendments. A brief summary of those reviews is as follows:

- **PUD 2019-01 – Village at LaFranier Woods PUD (Approved)**
Located at 2242 LaFranier Road, north of Hammond Road, the 385-unit Planned Unit Development was approved for a senior living residential development including detached cottages, congregate residential buildings and assisted living residences.
- **PUD 2020-01 Oakleaf Village of Garfield Township PUD (Approved)**
Located at 5143 North Long Lake Road, west of Zimmerman Road, the 187-unit Planned Unit Development was approved for a senior living campus, including a licensed Adult Care Facility (50 Independent Living Apartments, 60 Assisted Living, and 24 Memory Care units); 20 Independent Living detached villas; and, 33 detached single-family homes.

- **SPR 2000-09-J Chelsea Park West PUD Minor Amendment (Approved)**
The Chelsea Park Planned Unit Development is located north off Hartman Road, east of US-31. The request was approved to amend the Chelsea Park West apartments by increasing the number of carports from 63 to 195, removing four dumpsters, and replacing a resident storage, package center, and maintenance building with a “compactor building and recycling” and an addition to the clubhouse to provide a space for maintenance.
- **PUD 2019-01-A Village at LaFranier Woods PUD Minor Amendment (Approved)**
The request to amend the Village of LaFranier Woods Planned Unit Development was approved to allow the division of the Planned Unit Development into four parcels and make adjustments to the main driveway and the northerly emergency driveway.
- **SPR 2019-04 – Harris Hills Site Condominium SPR (Approved)**
A site condominium was approved to create 40 total single-family units on the site located at the southwest corner of Lone Tree and Harris Roads, east of the existing Lone Tree Planned Unit Development.
- **SUP-2019-04 Habitat for Humanity Addition SUP (Approved)**
A Special Use Permit was approved to expand an existing retail building, construct an accessory storage building, and add office uses at 2487 Rice Street, near Cass Road.
- **SUP-2019-06 Michigan State University Federal Credit Union SUP (Approved)**
A Special Use Permit was approved to build a financial institution including a drive-through located at 3750 North US 31, across from Meijer.
- **SUP-2019-07 Consumers Energy Boardman Substation SUP (Approved)**
A Special Use Permit was approved to expand the existing Boardman Substation located at 825 Cass Road, near North Keystone Road.
- **SUP-2020-01 Chick-fil-A Restaurant SUP (Withdrawn)**
Located at 3980 US-31 South, this application requested approval of a 4,998-square-foot restaurant with inside seating and a drive-through. The application was withdrawn by the applicant.
- **SPR-2020-01 Wendy’s Restaurant SPR (Approved)**
The 0.83-acre project site is located at 1712 South Garfield Avenue, north of South Airport Road and part of the former K-Mart parcel at Cherryland Center. The request was to build a 2,584-square-foot fast food restaurant with drive-through.
- **SUP-2020-03 Ligon Bed and Breakfast SUP (Under Review)**
This request is to use a portion of an existing single-family residence at 5885 Hainey Lane as a bed and breakfast establishment for up to four (4) guests.
- **PURD-2017-01 Fox Run PURD Extension Request (Approved)**
The Fox Run Planned Unit Residential Development was approved in 2019 was set to expire in 2021. The Planning Commission approved extending the approval until April 25, 2022.
- **SUP 1987-02-L Lake Pointe Village PUD Minor Amendment – Value City Furniture Sign (Denied)**
Value City Furniture intends to open a store at a former Art Van Furniture located in the Lake Pointe Village Planned Unit Development. The applicant requested a wall sign exceeding the permitted size of 100 square feet. The application was denied by the Planning Commission.
- **1990-04-H Shoe Dept. Encore Sign Review/Grand Traverse Mall (Denied)**
The applicant is proposed a 100-foot wall sign for Shoe Dept. Encore located on the south side of the Grand Traverse Mall adjacent to the food court entrance and next to the existing Dunham’s Sports store sign. The Dunham’s Sports sign was permitted by a Zoning Board of Appeals decision. Since that decision, the sign requirements of the Zoning Ordinance have been amended to be reflective of the original intent of the plan for the Grand Traverse Mall. Under the current Zoning Ordinance, the Dunham’s Sports store sign would not be permitted. The application was denied by the Planning Commission.

- **SPR 1995-02-D Burlington Department Store Sign Review (Denied)**
Burlington department store occupied the former location of MC Sports located at 3450 West South Airport Road at US 31. The applicant is proposed a 149 square foot front wall sign located on the south side of the building – exceeding the maximum sign permitted by 49 square feet. The application was denied.
- **Serra Automotive CRA – Car Wash (Postponed)**
The Serra automobile dealership is located at the southwest corner of Boon Street and Garfield Road and comprises 4.57 acres in area. A Conditional Rezoning Agreement between Serra Works of Traverse City, LLC and Garfield Township was originally approved in 2008 and then amended and restated in 2018. As part of the Agreement, a “wash bay” was approved without any noise generating mechanicals customarily associated with an automated car wash. As condition of the Agreement, any modification to the “wash bay” to include noise generating mechanicals requires review and approval, following a public hearing, by the Planning Commission. The proposal is to construct an automobile car wash was reviewed by the Planning Commission and postponed until the applicant submits additional materials to meet the requirements of the conditional rezoning.

ZONING ORDINANCE AMENDMENTS:

Map Amendments

- **Z-2019-03 Chick-fil-A C-G Rezoning (Approved)**
The property is located at 3980 N. US-31 South and is currently occupied by the Flap Jack Shack restaurant. The request to rezone the 1.8-acre parcel from the C-L Local Commercial zoning district to the C-G General Commercial zoning district was approved.
- **Z-2020-01 Good News Automotive C-G Rezoning (Approved)**
The property is located at 3300 Cass Road and is currently home to the Good News Automotive service center. The request to rezone the 0.96-acre parcel from I-G General Industrial to C-G General Commercial was approved.
- **Z-2020-02 4051 Cedar Run C-O Rezoning (Withdrawn)**
The property is located at 4051 Cedar Run Road. The request to rezone the 3.75-acre parcel from the C-O Office Commercial to C-G General Commercial district was withdrawn by the applicant.
- **Z-2020-03 3077 Garfield Conditional Rezoning (Expired)**
The property is located at 3077 North Garfield Road and is the former site of Etna Supply. The request to conditionally rezone 2.85 acres of the 4.43-acre parcel from C-G General Commercial to I-G General Industrial expired due to no action by applicant.
- **Z-2020-04 3479 Veterans C-O Rezoning (Approved)**
The property is located at 3479 Veterans Drive. The request to rezone the 1.93-acre parcel from R-1 One Family Residential to C-O Office Commercial was approved.
- **Z-2020-05 Carter Lumber I-G Rezoning (Under Review)**
The property is located at the southeast corner of Garfield Road and Hammond Road. The request to rezone the 36.50-acre parcel from A Agricultural zoning district to the I-G General Mixed-Use Industrial Business is currently under consideration.

Text Amendments

- **Amendment regarding Solar Energy Systems (Under Review)**
An amendment to allow solar energy systems as a use by right and by special use permit.

- **Amendment regarding Signs in the C-P Planned Shopping Center district and in Planned Developments (Under Review)**
The proposed amendment consists of changes to regulations for signs in the C-P Planned Shopping district and in Planned Developments.
- **Amendment regarding Child Care Centers and definition of Major Thoroughfares (Under Review)**
This proposed amendment is to allow Child Care Centers via Special Use Permit in the A-Agricultural district and update several definitions relating to roads and major thoroughfares.

JOINT TRAVERSE CITY AND GARFIELD TOWNSHIP PLANNING COMMISSION:

The Joint Planning Commission is comprised of City and Township residents appointed from their respective Planning Commissions and one member jointly appointed by both municipalities. The Commission meets every January, April, July and October at 5:15 PM on the third Wednesday of the month. Recent meetings have focused on continued redevelopment of the historic buildings, the future of the Commons natural area, and the paving improvements at the Historic Barns.

RECOMMENDATION/ACTION REQUESTED:

Following review, if the Township Board is prepared to accept the 2020 Annual Report in accordance with the Michigan Planning Enabling Act, the following motion is suggested:

THAT the 2020 Planning Commission Annual Report, as provided in Planning Department Report 2021-17, BE RECEIVED and FILED.