

# CHARTER TOWNSHIP OF GARFIELD PLANNING COMMISSION MEETING

Wednesday, October 28, 2020 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 – October 14, 2020**

#### **4. Correspondence**

- a. PD 2020-146 – Legislative Update on Sand and Gravel Mining
- b. PD 2020-147 – Recap of Michigan Association of Planning Annual Conference

#### **5. Reports**

- a. Township Board
- b. Planning Commissioners
- c. Staff Report

#### **6. Unfinished Business**

**7. New Business**

- a. Zoning Ordinance Use Chart Project – Definitions Discussion #3 and Next Steps
- b. PD 2020-142 – Signs in Planned Unit Developments and the C-P District
- c. PD 2020-148 – ZO Amendment Discussion – Child Care Centers, Major Thoroughfares
- d. PD 2020-144 – Redevelopment Ready Communities Update

**8. Public Comment**

**9. Other Business**

**10. Items for Next Agenda – November 12, 2020 (Thursday)**

- a. Public Hearing – Carter Lumber I-G Rezoning
- b. Public Hearing – Solar Energy Systems Zoning Ordinance Text Amendment
- c. M Brothers Northern – SUP Intro
- d. Oakleaf Village PUD - Final

**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, or TDD #922-4412.

**CHARTER TOWNSHIP OF GARFIELD  
PLANNING COMMISSION MEETING  
October 14, 2020**

**Call Meeting to Order:** Chair Racine called the October 14, 2020 Planning Commission meeting to order at 7:00pm.

**Pledge of Allegiance**

The Pledge of Allegiance was recited by all in attendance.

**Roll Call of Commission Members:**

Present: Joe McManus, Steve Duell, Pat Cline, Joe Robertson, Robert Fudge, Chris DeGood, and John Racine

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

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

None

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

*Duell moved and Fudge seconded to approve the agenda as presented*

*Yeas: Duell, Fudge, Robertson, McManus, DeGood, Cline, Racine*

*Nays: None*

**3. Minutes (7:02)**

**a. September 23, 2020**

*McManus moved and Cline seconded to adopt the minutes of September 23, 2020 as presented.*

*Yeas: McManus, Cline, Robertson, Fudge, DeGood, Duell, Racine*

*Nays: None*

**4. Correspondence (7:03)**

Planner John Sych reviewed five items of correspondence which included an October 13th letter from the Watershed Center; a map of the Cass Road drainage district; a sketch of the proposed Value City sign; a copy of the site plan for Art Van approvals from 1997; and a copy of the Garfield Township Noise Ordinance.

**5. Reports (7:04)**

**Township Board Report**

Duell reported that the Township Board passed the Intent to Proceed with Redevelopment Ready Communities and awarded a bid to Molon to pave the old tennis courts at Boardman Valley Nature Preserve. They approved a Randolph Street sewer extension and 2020 board appointments were discussed.

**Planning Commissioners**

No Report

**Staff Report**

John Sych said that applications to continue on the Planning Commission can be mailed to commissioners affected. Sych and Hannon attended the virtual Michigan Association of Planning Conference and will update commissioners on the topics and what they learned at the study session. The Redevelopment Ready Communities Baseline Report will be presented at the study session as well. Hannon added there will be some work forthcoming to complete the RRC certification.

**6. Unfinished Business**

None

**7. New Business****a. PD – 2020-139 Village at LaFranier Woods – PUD Minor Amendment (7:10)**

The parcel is located at 2242 LaFranier Road, north of Hammond Road. The Village at LaFranier Woods PUD was approved in July of 2020 and was to be built in four phases. The applicant is now requesting a minor amendment to divide the PUD into four parcels. The four proposed parcels will follow the dividing lines of the four phases that were defined as part of the original PUD approval. Changes to the deceleration lane for the main drive and alterations to the emergency driveway have also been made. The road changes have been approved by County Road Commission. Sych added that the new easements do not need to be recorded until infrastructure is installed and that the main drive needs to go through the private street process. Commissioners discussed the project and asked questions.

*DeGood moved and Robertson seconded that Findings of Fact for application PUD- 2019-01-A, included in PD Report 2020-139 and forming part of this motion, BE APPROVED.*

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

*DeGood moved and Duell seconded THAT application PUD 2019-01-A submitted by RW Properties1, LLC, to create easements and make changes to the two driveways for the Village at LaFranier Woods Planned Unit Development on parcel 05-023-041-00, BE APPROVED with the following conditions:*

- 1. The access/driveway easement will need to be presented and approved as a Private Street in accordance with Sections 521 of*



- the Zoning Ordinance, including written certification, signed and sealed by a professional engineer.*
- 2. *The street and utility easements will be finalized and recorded after the street and utilities are installed and approved by the Township Engineer.*
- 3. *Grand Traverse Metro Fire will approve the location of the new emergency driveway.*

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

**b. PD – 2020-133 Carter Lumber – I-G Rezoning – Introduction (7:22)**

Planner John Sych said this application requests the rezoning of a parcel at the southeast corner of Hammond and Garfield Roads. The parcel totals 36.5 acres and the applicant is requesting that it be rezoned from A Agricultural to I-G General Mixed-Use Industrial Business. The property is undeveloped at this time and the Master Plan for this plot is industrial. Chuck Price with Carter Lumber said that they have a pending purchase for this property and is asking for the rezoning. Commissioners discussed the rezoning and asked questions. Staff noted that a concern for the site would be development near streams and wetlands on the parcel.

*Cline moved and Fudge seconded THAT application Z-2020-05 BE SCHEDULED for Public Hearing on November 12, 2020 Planning Commission Regular Meeting.*

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

**c. PD-2020-138 Lake Pointe Village PUD Minor Amendment – Value City Sign (7:39)**

Value City Furniture intends to move into the former Art Van store at South Airport Road and Park Drive in the Lakepointe PUD. The applicant requests signage of 150 square feet on the east and south sides of the building. The planning department reviewed the history pertaining to the signage on the parcel to determine what the intent of the Planning Commission was at the time. Planners discussed the intent and what is presently allowed in the ordinance for a PUD. Don Kelsey of Value City spoke regarding the signage and said it was very important. Kelsey understands that the Planning Commission, at its discretion, could allow for a 50% increase in sign square footage from what the ordinance allows. And thus is requesting 150 square feet of signage on the east and south sides of the building. Commissioners said that they need to follow the ordinance in this matter and there is no evidence for the need for a larger sign. Dave Brink, representing Value City, spoke regarding the signage and said the proposed signage was modest and the request was

reasonable. The applicant believe that he has met criteria a – e in Section 630.J(3) to increase the maximum signage allowed. Commissioners discussed the matter at length and believed that there was nothing they could do at this time for this applicant, but would address the signage requirements in the very near future.

*DeGood moved that Findings of Fact for application PUD 1987-02-L, included in PD Report 2020-138 and forming part of this motion, BE APPROVED. Robertson seconded the motion.*

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

*DeGood moved and Duell seconded THAT the proposed Minor Amendment to the Lake Pointe Village PUD on the former site of Art Van Furniture (originally SUP 1987-02), parcel 05-014-109-05, for the removal of the existing wall sign and the installation of a 100 square-foot wall sign on the east side of the building and a 100 square foot sign on the south side of the building for the Value City Furniture, BE APPROVED.*

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

- d. PD -2020-134 M Brothers Northern – Conceptual Review (8:35)**  
The application proposes an apartment complex development on North US 31 South behind the Baymont Inn and between Hartman Road and South Airport Road. The parcel is 15.83 acres and has significant wetlands on it. The project would provide 60 units in two buildings, each being 3 stories with 30 apartments in each building. The site is zoned CH – Commercial Highway. Dusty Christensen of Mansfield Land Use Consultants spoke on behalf of the developer and addressed fire lanes, fire suppression, wetlands, and sewer and water utilities. He said that the use was a great fit for the area. Commissioners shared concerns with the wetlands in the area, the distance between the buildings and the parking, traffic and possible trail connections. They asked questions about the open space uses and talked about the density of the development. Staff asked questions about stormwater management and connecting to the existing sewer and water utilities.
- e. PD 2020-140 Solar Energy Systems Zoning Ordinance Text Amendment – Intro (9:19)**  
Planner John Sych explained the changes that were made since the last draft review of the proposed ordinance. The most major change is the delineation between an accessory solar energy system and a primary solar energy system for which a one acre plot was used as

a size marker to differentiate between the two. Commissioners asked about a proposed change to the setback to residential areas and staff noted that there was now one consistent setback.

*DeGood moved and Fudge seconded THAT the draft Section 775 of the Zoning Ordinance, as attached to Planning Department Report 2020-140, BE SCHEDULED for public hearing for the November 12, 2020 Planning Commission Regular Meeting.*

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

**8. Public Comment (9:41)**

None

**9. Other Business (9:41)**

**10. Items for Next Agenda – October 28, 2020 (9:42)**


- a. **Zoning Ordinance Use Chart Project – Definitions Discussion #3**
- b. **Zoning Ordinance Study Topic – PUD Signs**
- c. **RRC Baseline Report**
- d. **Prince of Peace Church proposal discussion**

**11. Adjournment**

*Fudge moved and Cline seconded to adjourn the meeting at 9:45pm.*

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

 <b>Charter Township of Garfield</b> <b>Planning Department Report No. 2020-146</b>			
Prepared:	October 19, 2020	Pages:	2
Meeting:	October 28, 2020 Planning Commission	Attachments:	<input checked="" type="checkbox"/>
Subject:	Legislative Update on Sand and Gravel Mining		

Recently, the Planning Commission requested an update on sand and gravel mining legislation. The following update was provided by Michigan State University Extension on September 23, 2020:

**SB 431** would amend the Michigan Zoning Enabling Act [Amends sec. 205 of 2006 PA 110 (MCL 125.3205)] to: “Prohibit a local unit of government from preventing, prohibiting, or denying a permit, approval, or other authorization for the mining of natural resources if the natural resources were valuable and very serious consequences would not result from the extraction of the natural resources. Provide that a person who sought to extract natural resources by mining could meet the requirements above by submitting to a local unit of government a plan for the proposed extraction that met certain requirements. Provide that, if an applicant had made a prima facie case that the requirements were met, the burden of proof would shift to the party challenging or opposing the proposed mining activity. Describe certain limitations on a local unit of government's regulation of a mining operation. Specify that a permit or other authorization issued by a local unit of government to extract natural resources by mining would be valid until mining operations, including reclamation, were completed.” Source: Senate Fiscal Agency Bill Analysis SB 431 and 849 (6-24-20).

The bill was approved by the Committee on Natural Resources (on 9/23/20) and referred to committee of the whole with substitute (S-6). This legislation is TIE BAR with SB 0849 (2020) Amends sec. 32723 of 1994 PA 451 (MCL 324.32723) adds sec. 1708.

The Michigan Townships Association and Michigan Municipal League oppose this bill.

Senate Fiscal Agency Bill Analysis SB 431 and 849 (9-24-20) is attached. This is an updated Analysis compared to the one referenced by Michigan State University Extension above.

This update is for information only. No action is needed.





Senate Fiscal Agency  
P.O. Box 30036  
Lansing, Michigan 48909-7536



Telephone: (517) 373-5383

Fax: (517) 373-1986

Senate Bill 431 (Substitute S-6 as reported)  
Senate Bill 849 (Substitute S-1 as reported)  
Sponsor: Senator Adam Hollier  
Committee: Transportation and Infrastructure

### **CONTENT**

Senate Bill 431 (S-6) would amend the Michigan Zoning Enabling Act to do the following:

- Prohibit a local unit of government from preventing, prohibiting, or denying a permit, approval, or authorization for the extraction by mining of natural resources from any property by a person with a right to do so if the natural resources were valuable, very serious consequences would not result from the extraction, and the person seeking to extract them provided financial assurance if required by a local unit of government.
- Specify that very serious consequences would not result from the extraction of natural resources by mining if the person seeking to extract natural resources submitted to a local unit of government a plan for the extraction that included the materials, methods, and techniques that would be used for the mining operations, among other things.
- Allow a person to demonstrate that very serious consequences would not result from the extraction of natural resources by mining if that person demonstrated so by considering the prescribed factors.
- Require financial assurance to consist of any of the security listed in the bill or allow a local unit of government to accept a statement of financial responsibility demonstrating that the applicant had sufficient financial resources to satisfy the reclamation requirements.
- Describe certain limitations on a local unit of government's regulation of a mining operation.
- Allow a local unit of government, after providing the mining operator an opportunity for a hearing, to suspend a permit, approval, or other authorization for a mining extraction of natural resources if the mining operator did not comply with an extraction plan or very serious consequences had resulted from the extraction of natural resources.

Senate Bill 849 (S-1) would amend the Natural Resources and Environmental Protection Act (NREPA) to do the following:

- Require a person who proposed to use a water withdrawal for the extraction of aggregates by mining to obtain a water withdrawal permit before making the withdrawal.
- If a person were required to obtain a permit as described above and the aggregate mining site was located adjacent to a site listed on the United States Environmental Protection Agency's Superfund national priorities list or was subject to a Superfund alternative approach agreement, require the person to notify the Department of Environment, Great Lakes and Energy (EGLE) at least 30 days before beginning installation of the well.
- Prohibit EGLE from issuing a permit unless requirements related to the proximity of the well to the Superfund site and monitoring of the well were met.
- Specify that the extraction of aggregates by mining could not pollute, impair, or destroy natural resources.

- Specify that the above prohibition would be subject to enforcement under Part 17 (Michigan Environmental Protection Act) of NREPA.
- Specify that the excavation and removal of aggregates and of associated overburden would not, of itself, constitute pollution, impairment, or destruction of those natural resources.

Senate Bill 849 is tie-barred to Senate Bill 431.

MCL 125.3205 (S.B. 431)  
324.32723 et al. (S.B. 839)

Legislative Analyst: Tyler VanHuyse

### **FISCAL IMPACT**


Senate Bill 431 (S-6) would have no fiscal impact on State or local government.

Senate Bill 849 (S-1) would have an indeterminate fiscal impact on EGLE, and no fiscal impact on local units of government. The bill would require a person seeking to use a water withdrawal for the mining of aggregates to apply for a permit. This would result in an unknown increase in the number of permit applications received by EGLE, each of which would be accompanied by a \$2,000 permit application fee and an increase in administrative costs associated with processing each permit. To the extent that the permit fee exceeded the marginal cost to process each application, the bill would have a positive fiscal impact on EGLE; if costs exceeded, the opposite would be true.

Date Completed: 9-24-20

Fiscal Analyst: Ryan Bergan  
Josh Sefton



		<b>Charter Township of Garfield</b>	
		<b>Planning Department Report No. 2020-147</b>	
Prepared:	October 21, 2020	Pages:	3
Meeting:	October 28, 2020 Planning Commission	Attachments:	<input type="checkbox"/>
Subject:	Recap of Michigan Association of Planning Annual Conference		

Earlier this month, staff virtually attended the 2020 Michigan Association of Planning (MAP) Annual Conference. We are providing a list of the sessions we attended along with a few bulleted comments about each session. At this time, the sessions are recorded and available for viewing on the MAP website, so we could present any of the recorded sessions to the Planning Commission. Sessions are generally an hour in length.

- 1) Session Title: Fiscal and Economic Resiliency in Uncertain Times
  - a. The differences between fiscal and economic impact analyses
    - i. Fiscal impact analysis estimates tax and other public revenues generated by development as well as the cost of public services required to serve development.
    - ii. Economic impact analysis examines the effects that a business, project, governmental policy, or economic event has on the economy of a geographic area.
  - b. Communities should evaluate revenue generated by development along with the costs to the community caused by development.
  
- 2) Session Title: Disruption Demands Determination
  - a. Technological, environmental, and social disruptions change human behavior.
  - b. These disruptions have been exacerbated during the pandemic.
  - c. Resiliency is the ability to recover quickly. Local government has the ability to convene conversations in ways that others cannot.
  
- 3) Session Title: The Post-Pandemic Boom for Main Street Commerce
  - a. Notable trend statements:
    - i. 75% of malls closing by 2025.
    - ii. “Town centers” have the double sales compared to malls.
    - iii. Prior to the pandemic, 75% sales occurred after 5 pm. Since the pandemic, this level has dropped to 60%
  - b. Investors look for places with:
    - i. A Walk Score of 80 pts or greater
    - ii. An X-factor – a noteworthy or unique attraction
    - iii. Appropriate scale and context to the local market
    - iv. Architecture/design standards for buildings and development
    - v. Installation of public art
    - vi. Consistent and appropriate signage
    - vii. Establishment of a Business Improvement District
  
- 4) Session Title: The Importance of Economic Development Marketing and Branding for Communities
  - a. An Economic Development Strategy is a clear strategy that describes plan and steps to attract investment, build tax base, and create jobs.


- b. An Economic Development Strategy is linked to steps to market community with a clear brand and its unique sense of place & character
  - c. Economic Development Strategy:
    - i. Is part of Master Plan, Annual Budget, or separate document
    - ii. Connects with the Master Plan and Capital Improvements Plan
    - iii. Identifies unique opportunities and challenges
- 5) Session Title: The Time is Now: Just Policies for Modern Times
- a. Presentation by Richard Rothstein, a Distinguished Fellow of the Economic Policy Institute and a Senior Fellow (emeritus) at the Thurgood Marshall Institute of the NAACP Legal Defense Fund.
  - b. Historical view of American cities and the explicit discriminatory housing and education policies implemented at the local, state, and federal level that led to segregated and unequal communities.
- 6) Session Title: MEDC & Community Partnerships: A Collaborative Approach to Leverage Technical Assistance and Capacity
- a. Two programs were highlighted:
    - i. The Rising Tide project supports vibrant, thriving communities to attract business investment and talent by creating a sustainable path toward economic stability and growth. The Michigan Economic Development Corporation, Talent Investment Agency, and Michigan State Housing Development Authority—collectively, the Talent and Economic Development (TED) team—have committed their assets to engaging specific communities across the state in order to empower them to shape their future and maximize economic potential. In each "round" of the Rising Tide program, one community in each of the ten Michigan Prosperity Regions was selected using data about poverty, unemployment, renter occupancy, and vacancies, cross-matched by population
    - ii. The Community Economic Development Association of Michigan (CEDAM) manages the Community Development Fellowship with support from the Michigan Economic Development Corporation (MEDC). Fellows work in communities engaged or certified in Redevelopment Ready Communities for a fifteen month placement, beginning June 2020. Fellows will support and advance community economic development goals by leading projects that expand organizational capacity, increase local collaboration, and remove barriers to development.
- 7) Session Title: McKenna's Plandemic Pecha Kucha
- a. McKenna Associates, a planning consulting firm based in Northville, provided an overview of three projects they have been leading:
    - i. Mack Avenue Improvement Plan (<https://www.mackaveplan.com/>)
    - ii. Plymouth Township Historic District
    - iii. Using GIS/Mapping for planning and other community activities
- 8) Session Title: Virtual Community Engagement
- a. Building a public participation strategy is essential for community engagement.
  - b. Consistent engagement with the public provides community with clearer direction and support of planning efforts and implementation.
  - c. Poll Everywhere (<https://pollev.com/>) is a resourceful virtual tool for community engagement.



- 9) Session Title: Planning and Zoning Law Update
- a. The annual law update was provided by Mark Wyckoff, former professor at Michigan State University and Director of the Planning & Zoning Center.
  - b. Due to less focus on planning and zoning activity by the Legislature this year, most of the update was regarding court decisions, particularly related to marijuana.
  - c. The primary legislative issue pertinent to Garfield Township remains the sand and gravel legislation. Information on the sand and gravel legislation is available in PD Report 2020-146.

**ACTION REQUESTED:**

This recap is for information only. No action is needed.

		<h2 style="margin: 0;">Charter Township of Garfield</h2> <h3 style="margin: 0;">Planning Department Report No. 2020-142</h3>	
Prepared:	October 21, 2020	Pages:	6
Meeting:	October 28, 2020 Planning Commission	Attachments:	<input type="checkbox"/>
Subject:	Signs in Planned Unit Developments and the C-P District		

**BACKGROUND:**

Staff has suggested the Planning Commission review certain sections of the Zoning Ordinance regarding signs in Planned Unit Developments (PUDs) and in the Planned Shopping (C-P) zoning district, including reviewing issues identified from recent sign proposals. The Planning Commission has discretion to review signs in PUDs and the C-P district, whereas other signs are reviewed administratively. Some of the issues identified from recent sign proposals, and from Staff review of the sign regulations in the Zoning Ordinance and Township practices, include the following:

- The Township has historically treated a new sign being installed in place of an existing sign as a replacement sign, rather than as a completely new sign. This means the Township has historically subjected the new sign to prior (“grandfathered”) sign regulations rather than current regulations.
- The current Zoning Ordinance shows that one of the ways signs in PUDs are treated is in relation to signs allowed in the underlying zoning district. The reference to regulations for an underlying zoning district are not used for other aspects of PUDs. The Township also has several PUDs with an underlying zoning district which does not match the land use, especially those with agricultural or residential underlying zoning districts and commercial land uses.

The following table describes the current PUD and C-P sign regulations in the Township and proposes a potential way to streamline these sign regulations:

<b>Section 630.G. – Signs Permitted in the C-P Planned Shopping Center Commercial Districts:</b>	
<b>Current</b>	<b>Proposed</b>
In the C-P District the following signs shall be permitted:	In the C-P District the following signs shall be permitted:  (1) Applicability. This section shall apply to all new signs, which shall include the following: (a) Removal and replacement of a sign structure. (b) Removal and replacement of wall sign channel letters. The following shall not be considered new signs: (a) Changing the sign face or the sign copy on a sign within an existing sign structure. (b) Repair of an existing sign.
(1) Signs permitted as of right. (a) One (1) wall sign is permitted per exterior storefront. Tenants occupying corner spaces may utilize one sign per elevation with a maximum of two signs. The maximum wall sign area shall be the lesser of 100 square feet or 20% of the area to which the sign is attached. (b) One (1) 100 square foot freestanding sign is permitted per public roadway for the specific development.	(2) Signs permitted by right. (a) Residential Uses. (i) Wall Signs. One (1) sign for a home occupation or professional service; no illumination of signs is permitted; maximum of 3 square feet per sign. (ii) Freestanding Signs. One (1) freestanding monument sign per roadway entrance to the development; maximum of 16 square feet per sign. Signs may be illuminated as regulated by Section 630.M.(7) of this Ordinance. The sign may be placed upon an architectural entrance feature provided the height of the entrance feature does not exceed 6 feet and is setback 15 feet from the property line. (b) Office Uses. (i) Wall Signs. One (1) sign per building; maximum of 40 square feet per sign. (ii) Freestanding Signs. One (1) sign per roadway entrance to the development; maximum of 40 square feet per sign. (c) Commercial Uses. (i) Wall Signs. One (1) sign per exterior storefront. The maximum area per sign shall be the lesser of 100 square feet or 20% of the area of the wall to which the sign is attached. Businesses occupying corner spaces are permitted one (1) sign on the additional exterior wall. (ii) Freestanding Signs. One (1) sign per roadway entrance to the development; maximum of 100 square feet per sign.

<p>(2) Signs which may be approved by the Planning Commission as a routine agenda item:</p> <ul style="list-style-type: none"><li>(a) Internal directional signs of not more than six (6) square feet in sign face area. Such signs shall be located at logical locations such as service drive intersections or service drive / drive aisle intersections. The location and quantity of said signs shall be subject to Planning Commission approval and clearly indicated on an overall site plan.</li></ul> <p>(3) Any proposed sign(s) not meeting the standards in Paragraph (1)(a) above may be approved by the Planning Commission if the Planning Commission determines that all of the following standards are met:</p> <ul style="list-style-type: none"><li>(a) The proposed sign(s) shall be designed as an integral part of the development, with letter size and location proportional to the overall design.</li><li>(b) The Planning Commission determines that the maximum sign standards of the C-P district do not provide for the reasonable use of the planned shopping center.</li><li>(c) The proposed sign(s) is (are) appropriate for the site, compatible with surrounding land uses, and necessary for the reasonable use of the planned shopping center.</li><li>(d) The permitted sign(s) is (are), in the determination of the Planning Commission, the minimum increase(s) necessary to ensure that the proposed sign(s) is appropriate in scale, bulk and location relative to the site and surrounding land uses.</li><li>(e) All approved modifications from the required sign standards shall be specific to the sign(s) approved by the Planning Commission.</li><li>(f) The requested increase in wall sign area shall not exceed fifty (50) percent over that allowed in Subsection (1)(a).</li></ul>	<p>(3) Signs subject to Planning Commission approval.</p> <ul style="list-style-type: none"><li>(a) Internal directional signs with a maximum of 6 square feet per sign. Such signs shall be placed at logical locations to facilitate traffic within the site. The location and quantity of internal directional signs shall be subject to Planning Commission approval and clearly indicated on an overall site plan.</li><li>(b) The Planning Commission shall have the ability to modify any of the standards in Section 630.G.(2) provided the following criteria are met. Any modification of these standards shall be applicable for only the lifespan of the sign in question and shall not be transferable to any other sign or lot, shall not be considered to be a variance, and shall not run with the land. The decision of the Planning Commission shall be applicable to only the specific application and shall not be considered to set precedent.<ul style="list-style-type: none"><li>(i) The proposed sign(s) shall be designed as an integral part of the development and compatible with the overall design.</li><li>(ii) Any proposed sign is appropriate for the site and is compatible with surrounding land uses.</li><li>(iii) There is no possible means of conveying the message of the sign under the current Ordinance and the message of the sign is necessary to the operation of the site.</li><li>(iv) Any proposed modifications shall be found by the Planning Commission to be the minimum needed to ensure that the proposed sign(s) is (are) appropriate in scale, bulk, and location relative to the site and surrounding land uses.</li><li>(v) The sign does not block the view of other nearby signs to the extent that it would harm the ability of other businesses in the surrounding neighborhood to operate.</li><li>(vi) There is a unique circumstance of the site preventing the applicant from erecting a sign that is compatible with this Section.</li><li>(vii) The requested increase in wall sign area shall not exceed fifty (50) percent over that allowed in Section 630.G.(2).</li></ul></li></ul>
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<p>(4) The following signs are Prohibited in the C-P District (and may not be approved by the Planning Commission pursuant to paragraph (3) above):</p> <ul style="list-style-type: none"> <li>(a) All signs described in §630.P.</li> <li>(b) Cabinet signs.</li> <li>(c) Changeable copy signs and Billboard signs.</li> <li>(d) Signs with exposed neon or other exposed lighting source.</li> </ul>	<p>(4) The following signs are prohibited in the C-P district under any circumstances.</p> <ul style="list-style-type: none"> <li>(e) All signs described in §630.P</li> <li>(f) Cabinet signs.</li> <li>(g) Changeable copy signs and Billboard signs.</li> <li>(h) Signs with exposed neon or other exposed lighting source (excepting "gooseneck" style downward illumination of non-internally illuminated signs).</li> </ul>
<p><b>Section 630.J. – Planned Development Signs</b></p>	
<p><b>Current</b></p>	<p><b>Proposed</b></p>
<p>All proposed signs within a Planned Unit Development shall be submitted to the Planning Commission for final review and approval. Within such developments, the following signs may be permitted:</p>	<p>All proposed signs within a Planned Unit Development shall be submitted to the Planning Commission for final review and approval. Within such developments, the following signs may be permitted:</p> <ul style="list-style-type: none"> <li>(1) Applicability. This section shall apply to all new signs, which shall include the following: <ul style="list-style-type: none"> <li>(c) Removal and replacement of a sign structure.</li> <li>(d) Removal and replacement of wall sign channel letters.</li> </ul> <p>The following shall not be considered new signs:</p> <ul style="list-style-type: none"> <li>(c) Changing the sign face or the sign copy on a sign within an existing sign structure.</li> <li>(d) Repair of an existing sign.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>(1) Signs allowed as by right. The greater of: <ul style="list-style-type: none"> <li>(a) All signs permitted by the underlying zoning district, and subject to the same limitations thereof.</li> <li>(b) Freestanding signs. <ul style="list-style-type: none"> <li>(i) One (1) development sign of not more than 40 (forty) square feet in sign face area per development entry.</li> </ul> </li> <li>(c) Wall signs. One (1) primary forty (40) square foot wall sign for each approved non-residential structure, plus one (1) secondary twenty (20) square foot wall sign.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>(2) Signs permitted by right. <ul style="list-style-type: none"> <li>(a) Residential Uses. <ul style="list-style-type: none"> <li>(iii) Wall Signs. One (1) sign for a home occupation or professional service; no illumination of signs is permitted; maximum of 3 square feet per sign.</li> <li>(iv) Freestanding Signs. One (1) freestanding monument sign per roadway entrance to the development; maximum of 16 square feet per sign. Signs may be illuminated as regulated by Section 630.M.(7) of this Ordinance. The sign may be placed upon an architectural entrance feature provided the height of the entrance feature does not exceed 6 feet and is setback 15 feet from the property line.</li> </ul> </li> <li>(b) Office Uses. <ul style="list-style-type: none"> <li>(iii) Wall Signs. One (1) sign per building; maximum of 40 square feet per sign.</li> <li>(iv) Freestanding Signs. One (1) sign per roadway entrance to the development; maximum of 40 square feet per sign.</li> </ul> </li> <li>(c) Commercial and Industrial Uses. <ul style="list-style-type: none"> <li>(iii) Wall Signs. One (1) sign per exterior storefront. The maximum area per sign shall be the lesser of 100 square feet or 20% of the area of the wall to which the sign is attached. Businesses occupying</li> </ul> </li> </ul> </li> </ul>


	<p>corner spaces are permitted one (1) sign on the additional exterior wall.</p> <p>(iv) Freestanding Signs. One (1) sign per roadway entrance to the development; maximum of 100 square feet per sign.</p>
<p>(2) Signs which may be approved by the Planning Commission as a routine agenda item:</p> <p>(a) Internal directional signs of not more than six (6) square feet in sign face area. Such signs shall be located at logical locations such as service drive intersections or service drive / drive aisle intersections. The location and quantity of said signs shall be subject to Planning Commission approval and clearly indicated on an overall site plan.</p> <p>(3) Signs which may be allowed subject to Planning Commission approval following a public hearing: The Planning Commission shall have the authority to increase the maximum wall sign standards permitted under subsection (1), above, based upon appropriate findings of fact demonstrating that each of the following criteria are met:</p> <p>(a) The maximum sign standards of subsection (1) do not provide for the reasonable use of the parcel as provided for within the planned unit development.</p> <p>(b) The proposed modification is appropriate for the site, compatible with surrounding land uses, and necessary for the reasonable use of the parcel as provided for within the planned unit development.</p> <p>(c) The increase in permitted sign standards are, in the determination of the Planning Commission, the minimum increase(s) necessary to ensure that the proposed sign(s) is appropriate in scale, bulk and location relative to the site and surrounding land uses.</p> <p>(d) All approved modifications from the required sign standards shall be specific to the sign(s) approved by the Planning Commission.</p> <p>(e) The requested increase in wall sign area shall not exceed fifty (50) percent over that allowed in Subsection (1) or the underlying zoning district, whichever is greater.</p>	<p>(5) Signs subject to Planning Commission approval.</p> <p>(a) Internal directional signs with a maximum of 6 square feet per sign. Such signs shall be placed at logical locations to facilitate traffic within the site. The location and quantity of internal directional signs shall be subject to Planning Commission approval and clearly indicated on an overall site plan.</p> <p>(b) The Planning Commission shall have the ability to modify any of the standards in Section 630.G.(2) provided the following criteria are met. Any modification of these standards shall be applicable for only the lifespan of the sign in question and shall not be transferable to any other sign or lot, shall not be considered to be a variance, and shall not run with the land. The decision of the Planning Commission shall be applicable to only the specific application and shall not be considered to set precedent.</p> <p>(i) The proposed sign(s) shall be designed as an integral part of the development and compatible with the overall design.</p> <p>(ii) Any proposed sign is appropriate for the site and is compatible with surrounding land uses.</p> <p>(iii) There is no possible means of conveying the message of the sign under the current Ordinance and the message of the sign is necessary to the operation of the site.</p> <p>(iv) Any proposed modifications shall be found by the Planning Commission to be the minimum needed to ensure that the proposed sign(s) is (are) appropriate in scale, bulk, and location relative to the site and surrounding land uses.</p> <p>(v) The sign does not block the view of other nearby signs to the extent that it would harm the ability of other businesses in the surrounding neighborhood to operate.</p> <p>(vi) There is a unique circumstance of the site preventing the applicant from erecting a sign that is compatible with this Section.</p> <p>(vii) The requested increase in wall sign area shall not exceed fifty (50) percent over that allowed in Section 630.G.(2).</p>

<p>(4) The following signs are Prohibited in Planned Developments (and may not be approved by the Planning Commission pursuant to paragraph (2) above):</p> <ul style="list-style-type: none"><li>(a) All signs described in §630.P.</li><li>(b) Changeable copy signs and Billboard signs.</li><li>(c) Signs with exposed neon or other exposed lighting source (excepting "gooseneck" style downward illumination of non-internally illuminated signs).</li></ul>	<p>(4) The following signs are prohibited in Planned Developments under any circumstances.</p> <ul style="list-style-type: none"><li>(a) All signs described in §630.P</li><li>(b) Changeable copy signs and Billboard signs.</li><li>(c) Signs with exposed neon or other exposed lighting source (excepting "gooseneck" style downward illumination of non-internally illuminated signs).</li></ul>
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**ACTION REQUESTED:**

These items are for discussion and no action is required at this time. After discussion, if Commissioners have suggested any changes to the sign regulations in the Zoning Ordinance, Staff can prepare a proposed Zoning Ordinance amendment to incorporate those changes.



 <b>Charter Township of Garfield</b> <b>Planning Department Report No. 2020-148</b>			
Prepared:	October 20, 2020	Pages:	2
Meeting:	October 28, 2020 Planning Commission	Attachments:	<input checked="" type="checkbox"/>
Subject:	Zoning Ordinance Amendment Discussion – Child Care Centers, Major Thoroughfares		

**BACKGROUND:**

The Township recently received an application for the building of the Prince of Peace Lutheran Church for a site on the east side of LaFranier Road, located immediately south of the Village of LaFranier Woods Planned Unit Development. The site is zoned A-Agricultural. Churches are considered an Institutional Use and are permitted in the A-Agricultural District by Special Use Permit with conditions.

In addition to a church sanctuary and fellowship hall, the church is proposed to include a child development center. During its Completeness Review of the application, staff identified two issues with the proposed uses.

**INSTITUTIONAL USE:**

The proposed Institutional use is subject to the following requirements:

**SECTION 753                      INSTITUTIONAL USE**

**A. REGULATIONS AND CONDITIONS.**

- (1) The proposed site shall have at least one (1) property line on a major thoroughfare.
- (2) Buildings and parking areas shall be set back at least forty (40) feet from all street right-of-way lines and thirty (30) feet from any property line in a residential or agricultural district.

A Major Thoroughfare is defined in the Ordinance as follows:

Major Thoroughfare: A public street, the principal use or function of which is to provide an arterial route for through traffic, with its secondary use or function being the provision of access to abutting property, and which has been classified as such in the Master Plan.

LaFranier Road, on which the site is located, is classified by the National Functional Classification (NFC) and listed in the Township Master Plan as a “Minor Collector” and not a Regional nor a Major Arterial. Based on the definition, LaFranier Road is not a Major Thoroughfare which means the site for the proposed use does not meet the requirement in Section 753.A(1) and is therefore not permitted.

There are several existing land uses in the Township that are required to be on Major Thoroughfares, but happen to be located on Major or Minor Collectors. From a land use planning standpoint, Collectors can serve these land uses in the same way as an Arterial. LaFranier, Zimmerman, Barlow, East Silver Lake, Veterans, Cedar Run, and portions of Garfield, Cass, and Keystone are all considered Collectors by the NFC. To remedy this situation, staff recommends the attached revised definitions.

NFC is a Michigan Department of Transportation term for the Highway Functional Classification values. Federal Highway Administration (FHWA) developed the Highway Functional Classification method for all public roads. The higher functions emphasize mobility, the lower functions have more property access. The values from the highest mobility function down to the lowest include: Interstate, Other Freeways, Other Principal Arterials, Minor Arterials, Major Collectors, Minor Collectors and Local.



**CHILD CARE CENTER:**

The child development center is proposed to be a licensed facility with an enrollment of up to 47 students and conduct full and half day sessions. The center will not be limited to only a Sunday school, a vacation bible school or a facility operated for children while persons responsible for the children are attending religious services. By its description, the Zoning Ordinance defines the proposed child development center as a Child Care Center. Child Care Centers are not permitted in the A-Agricultural District.

Earlier this year, staff received an inquiry about establishing a Child Care Center in another church in a location also zoned Agricultural. Staff informed the inquirer that the Child Care Center is not a permitted use in that location.

Child Care Centers are similar to Institutional Uses and are permitted in other zoning districts by Special Use Permit. Permitting Child Care Centers in the A-Agricultural District may be appropriate in many instances and can be complimentary to other already permitted uses. This suggested amendment would also increase greater options to address childcare needs in the community. Staff recommends permitting Child Care Centers by Special Use Permit in the A-Agricultural District.

**STATUS OF APPLICATION:**

The Prince of Peace Lutheran Church Special Use Permit application is being placed on hold until the use issues are addressed.

**ACTION REQUESTED:**

This information is being provided for review and discussion by the Planning Commission. If the Planning Commission is generally comfortable with these requirements, staff can introduce the above referenced zoning ordinance amendments at the next meeting.

**Attachments:**

1. Existing and Proposed Road Definitions

## EXISTING DEFINITIONS

Highway: A street, defined herein, which is under the jurisdiction of the Michigan Department of Transportation. Highways may also be classified as freeways and interstates.

Major Thoroughfare: A public street, the principal use or function of which is to provide an arterial route for through traffic, with its secondary use or function being the provision of access to abutting property, and which has been classified as such in the Master Plan.

Road, Arterial: The following roads are Arterial Roads: Barlow; Cass; Garfield; Hammond; Keystone; LaFranier; N. Long Lake; N. Silver Lake; W. Silver Lake; W. South Airport

Road, Primary: The following roads are Primary Roads: Barnes; Birmley; Cedar Run; E. Silver Lake; Hartman; Park; Silver Pines; Rennie School; Townline; Zimmerman;

Road, Local: Any road not considered a State Highway, Arterial Road or Primary Road

## PROPOSED DEFINITIONS

Highway: See "Road, Highway"

Major Thoroughfare: See "Road, Major Thoroughfare"

Road, Arterial: Any road designated as an "Other Principal Arterial" or "Minor Arterial" on the National Functional Classification (NFC) system as defined by the Michigan Department of Transportation (MDOT).


Road, Collector: Any road designated as a "Major Collector" or "Minor Collector" on the National Functional Classification (NFC) system as defined by the Michigan Department of Transportation (MDOT).

Road, Highway: Any road designated as an "Interstate" or "Other Freeway" on the National Functional Classification (NFC) system as defined by the Michigan Department of Transportation (MDOT).

Road, Local: Any road designated as "Local" on the National Functional Classification (NFC) system as defined by the Michigan Department of Transportation (MDOT), including public and private roads.

Road, Major Thoroughfare: Any road designated as either an arterial road or a collector road.

Road, Primary: See "Road, Collector"

		<b>Charter Township of Garfield</b>	
		<b>Planning Department Report No. 2020-144</b>	
Prepared:	October 21, 2020	Pages:	1
Meeting:	October 28, 2020 Planning Commission	Attachments:	<input checked="" type="checkbox"/>
Subject:	Redevelopment Ready Communities – Planning Commission Update		

**BACKGROUND:**

The Planning Commission has discussed the Redevelopment Ready Communities (RRC) program of the Michigan Economic Development Corporation (MEDC) at several prior meetings, most recently at their May 27, 2020 study session. Commissioners directed Staff to complete the Self-Evaluation form, one of three required steps for engagement in RRC, which was reviewed at the June 24, 2020 study session. The form was forwarded for consideration by the Township Board at their July 14, 2020 meeting, where they accepted the Self-Evaluation form and passed a Resolution of Intent, #2020-14-T, to engage in RRC.

Since then, the Township sent the Self-Evaluation and Resolution of Intent to MEDC. MEDC staff have prepared their RRC Baseline Report for the Township as described below. The Township Board received this report at their October 13, 2020 meeting, heard a presentation from Pablo Majano, staff RRC planner with MEDC, and passed a Resolution to Proceed in the RRC program, #2020-23-T. The Baseline Report evaluates the Township regarding RRC Best Practices criteria including criteria which are currently met, underway, or not started; and recommended actions to achieve RRC certification.

**WORK PLAN:**

Planning Staff will be responsible for completion of RRC tasks with assistance from other Township Staff and the Planning Commission as needed. The baseline report will help guide Planning Staff as to what is needed to complete each task, and Planning Staff will use this information and guidance from MEDC to complete these items. Potential near-term RRC projects include the following:

- **Master Plan Implementation Schedule** – This project is intended to track the goals stated in the Township Master Plan to ensure the goals are being implemented. This can be reviewed annually and included as part of the Planning Commission Annual Report.
- **Capital Improvements Program** – Planning Staff intends to work with the Township Engineer and other Township Staff on a Capital Improvements Program, which would outline the proposed capital improvements over the next six years and be reviewed by the Planning Commission.
- **Development Review Forms** – Planning Staff will work on streamlining the development review applications and forms, including creating fillable PDF forms.
- **Township Website Updates** – Staff from all the Township departments will work with LIAA on updating the Township website, including updated formatting and template.

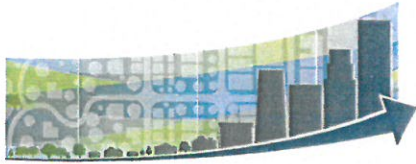
**ACTION REQUESTED:**

No action is needed at this time. Staff will keep the Planning Commission informed of any RRC projects.

**Attachments:**

1. RRC Baseline Report for Charter Township of Garfield dated August 2020
2. Resolution #2020-23-T adopted October 13, 2020





**redevelopment ready**  
communities®

# RRC Baseline Report

**Charter Township  
of Garfield**  
August 2020



**MICHIGAN ECONOMIC**  
DEVELOPMENT CORPORATION

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Redevelopment Ready Communities® (RRC) is a certification program supporting community revitalization and the attraction and retention of businesses, entrepreneurs and talent throughout Michigan. RRC promotes communities to be development ready and competitive in today's economy by actively engaging stakeholders and proactively planning for the future—making them more attractive for projects that create places where people want to live, work and invest.

To become formally engaged in the RRC program, communities must complete the RRC self-evaluation, send at least one representative to the best practice trainings, and pass a resolution of intent, outlining the value the community sees in participating in the program. Representatives from Charter Township of Garfield completed the training in September 2018, the township board passed a resolution to participate and submitted a self-evaluation in July 2020, and the community submitted a complete self-evaluation in June 2020.

Developed by experts in the public and private sector, the RRC Best Practices are the standard to achieve certification, designed to create a predictable experience for investors, businesses and residents working within a community; communities must demonstrate that all best practice criteria have been met to receive RRC certification. This evaluation finds the community currently in full alignment with 26 percent of the best practice criteria and is in the process of completing the another 44 percent. The evaluation determined that strengths currently lie within strong zoning regulations and the foundation of a streamlined development review process. Challenges identified include updating the master plan, developing a public participation plan, creating an overarching marketing strategy, and an

economic development strategy.

This report includes a number of recommendations for how the community can fully align with the best practices. Each recommendation has been customized and backed by research and conversations specific to the community; however, these recommendations are just the beginning of the conversation. RRC is focused heavily on intent versus prescriptive “to-dos.” As the community works through the process, it may identify other ways to meet the intent of a particular best practice. The community's RRC planner will be there every step of the way to discuss those ideas, direct the community to resources, and provide general guidance. In addition to the community's RRC planner, other partners should be at the table including the DDA, regional economic development agencies, state partners, and individual residents. RRC is a collaborative effort and is most successful when all parties are willing to engage to open dialogue so that Michigan communities can be on the forefront of developing unique identities and prosperous businesses.



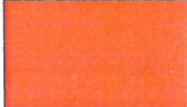
Once the community has had a chance to digest the contents of this report, it will need to decide whether to continue with the RRC process. If it opts to reach for certification, it will result in a fully streamlined, predictable and transparent development process that is guided by a shared community vision. This will increase the community's ability to grow local investment and attract outside investment. It will also allow the Michigan Economic Development Corporation to better understand the community's desires for the future and how state tools and resources can help achieve that goal. MEDC looks forward to working with the Charter Township of Garfield on its efforts to reach certification and to a prosperous relationship for many years to come.

The basic assessment tool for evaluation is the RRC Best Practices. These six standards were developed in conjunction with public and private sector experts and address key elements of community and economic development. A community must demonstrate all of the RRC Best Practice components have been met to become RRC certified. Once received, certification is valid for three years.

Measurement of a community to the best practices is completed through the RRC team's research and interviews, as well as the consulting advice and technical expertise of the RRC advisory council. The team analyzes

a community's development materials, including, but not limited to: the master plan; redevelopment strategy; capital improvements plan; budget; public participation plan; zoning regulations; development procedures; applications; economic development strategy; marketing strategies; meeting minutes; and website. In confidential interviews, the team also records the input of local business owners and developers who have worked with the community.

A community's degree of attainment for each best practice criteria is visually represented in this report by the following:

	Green indicates the best practice component is currently being met by the community.
	Yellow indicates some of the best practice component may be in place, but additional action is required.
	Red indicates the best practice component is not present or is significantly outdated.

This report represents the community's current status in meeting all the redevelopment ready processes and practices. This baseline establishes a foundation for the community's progress as it moves forward in the program. All questions should be directed to the RRC team at [RRC@michigan.org](mailto:RRC@michigan.org).



Charter Township of Garfield Township has completed 29 percent of the Redevelopment Ready Communities® criteria and is in the process of completing another 41 percent.						
1.1.1	1.1.2 (N/A)	1.1.3	1.1.4	1.2.1	1.2.2	1.2.3
2.1.1	2.1.2	2.1.3	2.1.4	2.1.5	2.1.6	2.1.7
2.1.8	3.1.1	3.1.2	3.1.3	3.1.4	3.1.5	3.1.6
3.1.7	3.1.8	3.2.1	3.2.2	4.1.1	4.1.2	4.2.1
4.2.2	4.2.3	4.2.4	5.1.1	5.1.2	5.2.1	5.2.2



## Best Practice 1.1—The plans

Best Practice 1.1 evaluates community planning and how the redevelopment vision is embedded in the master plan, downtown plan and capital improvements plan. The master plan sets expectations for those involved in new development and redevelopment, giving the public some degree of certainty about their vision for the future, while assisting the community in achieving its stated goals. Local plans can provide key stakeholders with a road map for navigating the redevelopment process in the context of market realities and community goals.

### MASTER PLAN

The Michigan Planning Enabling Act (MPEA), Public Act 33 of 2008, requires that the planning commission create and approve a master plan as a guide for development and review the master plan at least once every five years after adoption. Charter Township of Garfield's master plan was adopted in 2018. The plan was developed through a series of inventory, analysis and public input collection. The plan provides the foundation to guide the future of the township and understand the needs of its residents.

The existing conditions reported in the master plan provide a thorough overview for the township with assessments of the demographic and socioeconomic data for the community, analyzing housing conditions, accessibility, economic development, and future land use. The master plan identifies fourteen future land use designations. The future land use section is complemented by an in-depth zoning plan which serves as the guiding language to evaluate proposed changes to the zoning ordinance and map. A matrix table has been incorporated into the zoning plan to highlight recommendations for potential zoning changes which makes it easier to understand.

The identified goals and objectives developed will truly assist the community in enhancing their existing quality of life and support missing necessities identified from community input. A key objective here is to include timelines and electing a responsible party for developed goals. This will ensure that the community's vision is being incorporated and priorities for the community are transparent and will be measured for progress. A

way to address this recommendation without amending the existing plan is to establish an annually updated implementation table that identifies 3–4 goals in more detail. At the end of the year, the planning commission should have the ability to revise the goals and determine if new ones need to be included or if items are still in progress. This progress should be shared in the annual planning commission report to the governing body which can be located online.

Lastly, the plan includes a robust appendix on priority redevelopment areas. The Barlow Garfield Neighborhood plan provides strategies, objectives and a potential vision for what sites should be transformed into. The language around priority redevelopment should be further incorporated into Best Practice 6, addressing priority sites within the identified area.

### CORRIDOR PLAN

A vital component to economic success for any community is concentrated development. This area, which could be located within the Barlow Garfield Neighborhood plan. The density levels natural to downtowns also drives a fiscal engine to support efforts in other areas of the community which may not be in net-positive revenue situations. For all these reasons and more, it's essential that a community have a clear, up-to-date plan for its high impact corridor. To meet RRC Best Practice criteria, the corridor plan should:

- Identify development area boundaries;
- Identify projects, estimated costs, and a timeline for completion;
- Include mixed-use and pedestrian oriented development elements;
- Be accessible online; and
- Coordinate with the master plan and capital improvements plan.

The corridor plan could be located within the master plan or be a stand-alone document that is available online. The plan should have the ability to support projects that will implement the community vision and implement good planning practices, especially in terms of pedestrian oriented development elements. The plan should focus on a concentrated area of development

**Best Practice 1.1—The plans** *continued*

within the corridor plan that will support mixed use pedestrian friendly development. Coordination between plans is essential, especially between the master plan and capital improvements plan, as the plans lay out the foundation for desired development of projects

identified in other plans, including the master plan and corridor plan, and provides a link between planning and budgeting for capital projects. Staff in all departments should continually review the CIP and work to prioritize infrastructure needs, ensuring close alignment between community-developed plans and implementation. In order to align with Best Practice 1.1.4, a CIP should be developed for Garfield Township. The plan must detail the current budget year’s projects, include five additional years of projects and be updated annually.

**CAPITAL IMPROVEMENTS PLAN**

A comprehensive capital improvement plan (CIP) is an essential tool for the planning and development of the physical and economic well-being of a community. The CIP is a tool used to implement the visions and goals

Status	Evaluation criteria	Recommended actions for certification
1.1.1	The governing body has adopted a master plan in the past five years.	<input type="checkbox"/> Develop a matrix table that includes master plan goals, actions, timeline and responsible parties
1.1.2	The governing body has adopted a downtown plan.	N/A
1.1.3	The governing body has adopted a corridor plan.	<input type="checkbox"/> Adopt a corridor plan that meets the RRC Best Practice expectations for Best Practice 1.1.3
1.1.4	The governing body has adopted a capital improvements plan.	<input type="checkbox"/> Develop a six-year capital improvements plan and post online



## Best Practice 1.2—Public participation

Best Practice 1.2 assesses how well the community identifies and engages its stakeholders on a continual basis. Public participation aims to prevent or minimize disputes by creating a process for resolving issues before they become an obstacle. Communities who regularly engage their residents also build long term trust and see greater support for plans and other initiatives.

### EXISTING PRACTICES

Charter Township of Garfield is proactive when it comes to public engagement efforts within the community. Basic methods such as the open meetings act, newspaper posting, website postings, and local cable notifications are used. Proactive engagement efforts are focused around surveys, focus groups and community workshops as shown by the implementation of the existing master plan. Social media can be used as an additional tool for public management to inform the public on what is happening locally. Creating a straightforward process to ensure the voices of community members are heard helps create a sense of place and investment and has the potential to attract community members to participate in the future development of the community.

### PUBLIC PARTICIPATION PLAN

Public engagement activity can vary dramatically depending on who serves on the township’s boards and who sits in key staff roles. Redevelopment Ready Communities® aim to reduce some of that variation by developing a documented public engagement strategy to outline what residents, officials, and other stakeholders can expect from the township. Such a strategy proactively identifies key individuals or groups to engage, what tools will be used, possible venues outside of township hall to

consider for public meetings/events, how the township will use and report back on input, and how the township will continue to assess its engagement actions to ensure it’s using its limited resources and time in the most effective manner.

It is recommended that the public participation plan be documented. Facilitating and ensuring consistent future public engagement is important and an all-inclusive comprehensive public engagement plan should be developed. This plan can help determine which methods of engagement the township would like to pursue, identify when and how each method would be used, and establish ways to measure the effectiveness of each method. News and media outlets are another opportunity for partnerships in public participation to get the news out on community events, meetings, or seeking public input. The plan can also be a chance to encourage stakeholders to identify opportunities for partnerships.

### PUBLIC PARTICIPATION OUTCOMES

In order to communicate the results of engagement initiatives with the public, informative methods of participation (i.e., website postings, newspaper ads, Facebook posts, press releases, etc.) should be utilized to relay results back to the public. This consistent and predictable communication with residents establishes a transparent and welcoming atmosphere for public engagement. A method should be developed that tracks the success of various outreach methods and ensures the received correspondences are shared with the township board in meeting packets and/or with appropriate staff members to follow up or document. Documented engagement, such as survey results, should also be made available on the township’s website.

Status	Evaluation criteria	Recommended actions for certification
1.2.1	The community has a documented public participation plan for engaging a diverse set of community stakeholders.	<input type="checkbox"/> Create a formalized public participation plan
1.2.2	The community demonstrates that public participation efforts go beyond the basic methods.	✓
1.2.3	The community shares outcomes of public participation processes.	<input type="checkbox"/> Formalize a method to share outcomes of public participation



## Best Practice 2.1—Zoning regulations

Best Practice 2.1 evaluates the community's zoning ordinance and assesses how well it implements the goals of the master plan. Zoning is a significant mechanism for achieving desired land use patterns and quality development. An up-to-date, comprehensive zoning ordinance also helps protect existing investments by ensuring that incompatible uses aren't built in proximity to each other, thus providing a level of predictability for those looking to develop in the township.

### ALIGNMENT WITH THE 2018 MASTER PLAN

Foundationally, the Michigan Zoning Enabling Act (MZEA), Public Act 110 of 2006, requires that a zoning ordinance be based on a plan to help guide zoning decisions. The zoning ordinance is the regulatory tool used to implement the community vision identified in the master plan. Information on the zoning ordinance can be found online and is housed online. Updated with amendments through 2019, the ordinance provides a clear set of definitions and requirements for each zoning district.

### CONCENTRATED DEVELOPMENT

This criterion evaluates if the ordinance allows mixed-use development by-right and incorporates placemaking provisions. The core concentrated area of development, located within the Barlow Neighborhood, is covered by the C-P, "Planned Shopping," and C-G, "General Commercial District." It is recommended that the CG, "General Commercial," district allow mixed-use by right. This could be accomplished by allowing residential above a commercial use or allowing residential on the ground floor of the property mixed with commercial. While not required for RRC certification, extra conditions around residential use in the core downtown should be revised to allow more flexibility on types of units that can be developed. The current front yard setback is 40 feet, which could limit the design and affect the overall public realm standards of the area. Consideration should be given to how this area can become a pedestrian-friendly environment with design elements that support walkability and density within the core area. Build-to lines should be considered along with moving parking to the rear and requiring ground floor transparency.

Elements of historic preservation and placemaking provisions are recommended to be in place to retain the character and improve walkability within the area. Standards around building materials, parking in the rear, preservation of building materials, zero setbacks, outdoor dining and the requirement of public entrances facing the public street are elements that support the vibrancy of a downtown area.

### FLEXIBLE DEVELOPMENT

Even the best ordinance can't predict every possible development scenario. As such, Redevelopment Ready Communities® include tools that allow them to be flexible in certain circumstances. The ordinance has standards around non-conforming uses and allows for new economy type uses in its commercial and industrial areas which is identified several sections of the zoning ordinance.

### HOUSING DIVERSITY

The master plan makes mention to continue leading the effort around supporting affordable housing, provide diversity in the rental market when it comes to unit size and encouraging the development which includes a mix of housing options. The current zoning ordinance allows for the use of cluster housing, accessory dwelling units and live-work units. While not required for certification, additional consideration should be given toward alternate housing options outside of the planned unit development that will permit the type of housing identified in the master plan. Housing types to consider are:

- Row-housing/townhomes
- Mixed-use housing
- Micro-units

### NON-MOTORIZED TRANSPORTATION

This criterion evaluates the ordinance's support for alternative modes of transportation, primarily walking and biking. To further support non-motorized transportation, the township adopted a complete streets resolution in 2013. This means that roadways are being planned to promote safe, and efficient, multi-modal movement across the community. Ordinance language can be found around encouraging development to

## Best Practice 2.1—Zoning regulations *continued*

provide vehicular and pedestrian circulation systems that support pedestrian and bicycle ways in the area. As a part of site design requirements, sidewalks must be provided along all streets.

Section 522 provides language around pedestrian circulation and a non-motorized transportation plan, which includes sidewalk width requirements, bicycle parking, and overall internal circulation for pedestrians.

### **PARKING FLEXIBILITY**

Parking is a necessary amenity in any community; however, emerging technologies in the mobility industry and increasing land values require communities to reconsider the long-term impact of parking requirements.

Redevelopment Ready Communities® are preparing for this future by including tools to allow for creative solutions or exemptions to parking minimums. Current standards that exist within the zoning ordinance include maximum parking standards, shared parking agreements, and bicycle parking.

### **GREEN INFRASTRUCTURE**

Like transportation, our understanding of the long term

environmental and fiscal impacts of sustainable green infrastructure continues to evolve. Communities who incorporate provisions to support such infrastructure show a forward-thinking approach to development which is attractive to investors and residents alike. The zoning ordinance goes above and beyond to incorporate standards for environmental preservation and green infrastructure. Section 530, “Green Space Areas,” encourages planting native species, parking area landscaping, and tree protection standards. The regional invasive species network also provides a recommended planting guideline document for the township, which can be found online under the planning web page.

### **USER FRIENDLINESS**

At a minimum, RRC best practices call for the community to provide an online version of the zoning ordinance with clear definitions. The township’s zoning ordinance is linked on the township’s website and is available for download. The zoning ordinance was recently updated in 2019, contains clear definitions, and can benefit from a land-use matrix.



## Best Practice 2.1—Zoning regulations *continued*

Status	Evaluation criteria	Recommended actions for certification
2.1.1	The governing body has adopted a zoning ordinance that aligns with the goals of the master plan.	✓
2.1.2	The zoning ordinance provides for areas of concentrated development in appropriate locations and encourages the type and form of development desired.	<input type="checkbox"/> Allow for mixed-use buildings by right <input type="checkbox"/> Allow for design elements as recommended in the baseline report <input type="checkbox"/> Address historic preservation
2.1.3	The zoning ordinance includes flexible tools to encourage development and redevelopment.	✓
2.1.4	The zoning ordinance allows for a variety of housing options.	✓
2.1.5	The zoning ordinance includes standards to improve non-motorized transportation.	✓
2.1.6	The zoning ordinance includes flexible parking standards.	✓
2.1.7	The zoning ordinance includes standards for environmental preservation and green infrastructure.	✓
2.1.8	The zoning ordinance is user-friendly.	✓

## Best Practice 3.1—Development review policy and procedures

Best Practice 3.1 evaluates the community's development review policies and procedures, project tracking and internal/external communications. An efficient site plan review process is integral to being redevelopment ready and can assist a community in attracting investment dollars while ensuring its zoning ordinance and other laws are followed. Much like all RRC Best Practices, aligning with this best practice looks different for communities based on several factors such as population, staff capacity, development activity and whether the community handles building inspections directly. While each solution may look different, together they build a development review process which is predictable, transparent and efficient.

### DEFINED PROCESSES

This best practice looks to ensure the community's development review processes are clearly laid out in the zoning ordinance and the responsibilities of various bodies are clearly established. The site plan review procedures are clearly defined Under Article 4, "Procedures," with major steps and information such as the application requirements and submittal and approval processes. The code is clear on describing administrative and planning commission approval.

### INTAKE PROFESSIONAL

All site plan applications are submitted by the zoning administrator. Having a clearly defined point person for the development review process ensures an applicant can quickly get answers to their questions. It also ensures someone can identify next steps and keep the process moving. For Charter Township of Garfield, the zoning administrator serves this role.

### CONCEPTUAL REVIEW MEETINGS

Conceptual review meetings—sometimes called pre-application meetings—offer applicants a chance to discuss their project with township staff prior to investing significant time and money into application materials. These meetings typically cover the review process, identify key zoning provisions and connect the applicant with other helpful resources. Garfield

Township offers a pre-application meeting through its zoning ordinance. This resource should be better advertised through a flowchart as recommended in Best Practice 3.1.6, and online so applicants know this resource is available. Offering a conceptual site plan review step also has the potential to save time and money for any applicant seeking to get site plan approval.

### JOINT REVIEWS

Development projects are complex and impact communities in many ways from land use and traffic to utilities and public safety. Site plan review approval standards touch on many of these and in order to ensure the planning commission has all the information it needs to make a decision on those standards, communities should ensure appropriate staff, consultants and outside agencies are looking at site plans during the internal review process. Many communities establish a core joint review team who looks at all applications and brings in other reviewers on a case-by-case basis. This strategy helps to avoid potential roadblocks and hurdles during the development process. Staff has indicated that planning, zoning and building, engineer of record, regional fire authority, county road commission, county sheriff, and county public works department are involved in the site plan review process. This is not clear from the zoning ordinance, and should be further defined and clarified, this can be included in the site plan review flowchart and internal review process document.

### INTERNAL REVIEW PROCESS & STANDARDS

Zoning ordinances address overall steps of a development review process, but they don't typically address what happens internally when an application is submitted and when a decision is rendered. This process is just as important as it includes vital activity such as determining if an application is complete, whether it meets the standards based on staff review, and how the applicant can address any potential deficiencies prior to the final decision. How this procedure is handled can also impact predictability and fairness in the process if it is not done in a consistent way. This is especially true when longtime staff leave, and someone must take over the



## Best Practice 3.1—Development review policy and procedures *continued*

process as a temporary or new zoning administrator. It is recommended that an internal review process document be developed that articulates clear roles, responsibilities and estimated project timelines generating the type of clear guidelines envisioned for this RRC Best Practice.

### **PROMPT ACTION**

There is no one way to conduct a development review process—it varies from community to community. As such, there's no one time frame that makes a community “prompt” in their approvals. But there are a few common ways that communities can reduce unnecessary delays: allowing permitted uses to be approved administratively or by the planning commission, having active coordination between zoning and building officials, and displaying the development review process visually to help applicants easily understand the steps and time frames. To paint a better picture of the site plan review process, it is recommended that a visual flowchart be developed which includes timelines. This sets an expectation to any applicant on when to expect approval of a project or how long it will take to go through the process of a site plan review. This has the potential to improve efficiency, transparency, and predictability in the site plan review process and give a general understanding of the entire development review process.

### **TRACKING SYSTEM(S)**

Tracking development applications through the process has many benefits including increased transparency, accountability, and predictability. While this best practice does not recommend a specific tracking system, it does look to see that the community is recording the application's major steps as they occur. Common milestones include submittal, distributed for internal review, issuing of staff report (if any), planning commission date, final decision, issuing of permit(s),

and occupancy. There may be other steps for processes such as special land uses, variances, and rezoning. It is recommended that a system should be set up to track projects from application submittal to occupancy. This will confirm that there is coordination with permitting and inspections staff and ensure an efficient and timely approval process. A tracking system should be developed for Garfield Township that aligns with Best Practice 3.1.7.

### **CUSTOMER FEEDBACK AND REVIEW**

Development review is required in many communities, it is also a service. And as with all services, the experience an applicant has can play a large role in whether they decide to return and if they recommend the community as a place for others to invest. In order to ensure the community is always providing the best service it can, it should establish some way to collect feedback on the experience. Most communities choose to provide a paper or electronic survey to applicants with their approval (or denial) letter and permit. Other communities do annual surveys of all applicants at once. Yet others have documented policy of consistently conducting follow up calls or visits to collect feedback. Although all indications are that the township's development review processes are working well, it is important that the processes adapt over time to meet the needs of customers. To ensure the development review processes are continually improved, it is recommended that a method of requesting feedback from applicants who have recently gone through one of the development review processes be established. In addition to collecting the feedback, the community should be sure to assess the process at least annually to determine if any changes are needed. Perhaps feedback shows a form is confusing, or there was some internal confusion about when reviews are due. These can be identified and fixed to improve the experience.



# Best Practice findings

## Best Practice 3.1—Development review policy and procedures *continued*

Status	Evaluation criteria	Recommended actions for certification
3.1.1	The zoning ordinance articulates a thorough site plan review process.	✓
3.1.2	The community has a qualified intake professional.	✓
3.1.3	The community defines and offers conceptual site plan review meetings for applicants.	✓
3.1.4	The appropriate departments engage in joint site plan reviews.	<input type="checkbox"/> Clearly define and implement internal review policy
3.1.5	The community has a clearly documented internal staff review policy.	<input type="checkbox"/> Document internal review process, along with clear roles, responsibilities and timelines
3.1.6	The community promptly acts on development requests.	<input type="checkbox"/> Develop an easy to follow flowchart of development processes that includes timelines <input type="checkbox"/> Demonstrate how staff coordinates with permitting and inspections staff to ensure a smooth and timely approval process
3.1.7	The community has a method to track development projects.	<input type="checkbox"/> Develop a project tracker from submittal to occupancy
3.1.8	The community annually reviews the successes and challenges with the development review process.	<input type="checkbox"/> Establish a system for collecting feedback on the development review/permitting experience <input type="checkbox"/> Establish a process for assessing any needed changes to the development review process at least annually

## Best Practice 3.2—Guide to Development

Best Practice 3.2 evaluates the availability of the community’s development information. Having all the necessary information easily accessible online for developers and residents alike creates a transparent development process that can operate at any time. This information creates a smoother process overall and reduces the amount of time staff spend answering basic questions.

### GUIDE TO DEVELOPMENT

The main avenue for aligning with this best practice is to create a guide to development. This document or web page provides valuable guidance and information to applicants ranging from contact information and meeting dates to key ordinances to review, process overviews and financial assistance tools. By gathering this information in a single location, the community can help make the process easier for new and experienced applicants alike. The “Planning and Zoning” web page serves as the current central location for all relevant development tools and documents.

It is one thing to put all the necessary documents online, it’s another to know how to navigate the process. Having all development related documents items easily accessible and up to date creates a great guide to development web page for applicant and local residents to use. All development-related information could be located on the “Doing Business in Garfield Charter Township” web page. This is where staff can show a potential applicant how to navigate the development review process. Additional development-related information that should be added in one easy to find location should include:

- Conceptual meeting procedures
- Flowcharts
- Corridor plan
- Capital improvements plan
- Additional items pertinent to development process in the community.

### DEVELOPMENT REVIEW FEES/COSTS

In addition to understanding the process upfront, it’s important that an applicant can determine their development review costs as well. Nearly all communities charge an application/permit fee while some also require escrow accounts to fund external review costs by the community’s consultants. Other common costs include building review, utility connections and/or performance bonds. The current fee schedule is available online. The document should be reviewed annually to ensure all fees are correct, the current fee schedule was last reviewed in 2016. It is recommended that the fee schedule be updated, and annually reviewed.

### CREDIT CARDS

Credit cards are a lifeline for many businesses and individuals when paying for goods or services. Fees for government services are no different. A local applicant may find the flexibility of a credit card to be helpful in the early stages of the process to conserve cash while an out-of-town applicant can more easily pay fees this way without needing to mail a check or drop-off in person. As such, the RRC Best Practices look for communities to accept credit cards for at least basic fees. Garfield Charter Township accepts credit card payments for fees, thus aligning with the best practice criteria.

Status	Evaluation criteria	Recommended actions for certification
3.2.1	The community maintains an online “Guide to Development” that explains policies, procedures and steps to obtain approvals.	<input type="checkbox"/> Add additional information to the online guide to development or develop a stand-alone guide <input type="checkbox"/> Develop instructions on how to use the “Guide for Development”
3.2.2	The community annually reviews the fee schedule.	<input type="checkbox"/> Update fee schedule annually reviewed



## Best Practice 4.1—Recruitment and orientation

Best Practice 4.1 evaluates how a community conducts recruitment and orientation for newly appointed or elected officials. Such officials sit on the numerous boards, commissions and committees that advise community leaders on key policy decisions. Ensuring that the community has a transparent method of recruitment, clearly lays out expectations/desired skill-sets, and provides orientation for appointed officials is key to ensuring the community makes the most of these boards and commissions. In cases where a community currently struggles to find interested applicants, these best practices help build long term capacity over time and prepare for it for a day when that may not be the case.

### DOCUMENTING THE APPOINTMENT PROCESS

A common question when anyone applies for a job is what the process is for interviewing and, hopefully, accepting the job. Appointments to local boards and commissions are no different. The appointment process need not be long or cumbersome but interested applicants should be able to find information such as when the township accepts applicants, who oversees the process, who makes recommendations and/or final appointments, etc. It also helps to determine if a community will hold on to applicant information for a certain time in case of future vacancies. This information can be found online under the homepage. It is recommended that it be made available on the “Boards and Commissions” page.

### APPLICATION AVAILABILITY

The current application can be found under the home page, it should be made available under the board and commissions page to make it easier to find.

### SKILL-SETS AND EXPECTATIONS

Much like a job, it is helpful to assess if someone has a background that might make them uniquely prepared to serve on a board or commission. Also like a job, sometimes organizations find someone who is still a good fit even without the technical knowledge. Establishing desired skill-sets and expectations helps set that foundation. For example, to be on the planning commission it may help to have a background in real estate, planning, or architecture. If someone does not have that background, they could still be a good fit but should be prepared to learn about those things. The expectations should also make it clear how often the board meets, their responsibilities, how to prepare for meetings and other key information. To fully align with the RRC Best Practices, the desired skill-sets for the development related boards/commissions should be incorporated on the website or in the board appointment policy and application.

### ORIENTATION

To help newly appointed or elected members get up-to-speed, Redevelopment Ready Communities® will have established orientation procedures or packets. These packets should include local information such as copies or links to key plans and ordinances as well as township policies. They should also include information on available training resources and general information to prepare a member for the decisions they will be asked to make. Staff does not currently have a formal information packet in place; however, this can easily be implemented. Formalization of orientation packets and the board and commission onboarding process should include the master plan, zoning ordinance, responsibilities, previous minutes, and contact information.

Status	Evaluation criteria	Recommended actions for certification
4.1.1	The community sets expectations for board and commission positions.	<input type="checkbox"/> Outline desired skill-sets for open seats <input type="checkbox"/> Make board application and appointment process available on “Boards and Commissions” page
4.1.2	The community provides orientation packets to all appointed and elected members of development-related boards and commissions.	<input type="checkbox"/> Formalize the development of orientation packets



## Best Practice 4.2—Education and training

Best Practice 4.2 assesses how a community encourages training and tracks educational activities for appointed and elected officials and staff. Trainings provide officials and staff with an opportunity to expand their knowledge and ultimately make more informed decisions about land use and redevelopment issues. An effective training program includes four components: financial resources to support training, a plan to identify priority topics and track attendance, consistent encouragement to attend trainings and sharing of information between boards and commissions to maximize the return on investment for the community.

### DEDICATED FUNDING

There is an old saying that if you want to understand an organization's priorities, look at how they budget and spend their money. The same holds true for communities. The first step in making training a priority is to show that it is a priority by having a dedicated spot in the budget for it. Garfield Charter Township will need to demonstrate how training is budgeted for officials and staff. If funding is ever an issue, there should be an obvious resource that is dedicated toward the growth and development of its boards.

### IDENTIFYING TRAINING PRIORITIES

Much like how a community prioritizes projects in its plans, it should understand its priorities for training. Do members need a refresh on the basics of being a planning commissioner? Or maybe there's a strong interest in learning more about housing, non-motorized transportation, community capital or some other hot topic. The township understands its priorities best, but it should discuss them at least annually and write them down. Having them written down helps to sort through the plethora of training opportunities out there (free or not). This is not currently a formalized process to identify training priorities within the township. RRC provides one-page training plan templates as one way to address this. Communities also sometimes tackle this as part of the planning commission annual report or just hold annual conversations. Right now, needs are tracked when a gap is identified in knowledge on a subject.

### IDENTIFYING TRAINING AVENUES

Whenever someone hears the word training, it typically conjures images of traveling to an event, sitting in a chair all day, taking some notes, and coming home. This can be time and cost prohibitive for many communities. As such, RRC encourages communities to also consider free online training resources, sharing articles in meeting packets for discussion, asking partner organizations to come to a meeting and provide in-house training or other less resource intensive methods. Identifying the best avenues for training reduces barriers and increases the likelihood of training occurring. A valuable resource any community has is its website and social media. When resources are limited, staff and local officials can find many training opportunities that are online or in person, through the Michigan Association of Planning, American Planning Association, MSU Extension, as well as visiting the MEDC Community Development website ([www.miplace.org](http://www.miplace.org)).

### TRACKING TRAINING

RRC Best Practices call for communities to track attendance at training events. The purpose of tracking is so that the township can see who is consistently doing training and where knowledge gaps may exist. It also builds a level of accountability to encourage officials to stay updated on the topics in which they are making legally binding decisions. A formal process to track who is attending trainings should be developed. The township could consider creating a spreadsheet or documenting the attended trainings in the planning commission annual report to meet this best practice.

### CONSISTENT REMINDERS

Having a training plan in place is great but we all lead busy lives and are prone to distraction. Ensuring the community has a way of gently reminding officials of training opportunities keeps training at the top of mind. A common approach is to add training as a standing agenda item. This also encourages report outs. Currently, the clerk and planner share fliers, emails and similar notices of educational opportunities with the township board, planning commission and ZBA. The staff are notified in a similar manner.



## Best Practice 4.2—Education and training *continued*

### TRAINING REPORT-OUTS

Asking members who attend training to report out to fellow officials helps share information and increases the township’s return on investment (time and monetary). Most communities address this by asking for report-outs during general updates at meetings, but some also ask for short written report-outs. Some communities also ask officials to share PowerPoints and notes. Adding training as a standing agenda item ensures that training is not forgotten during the report out process. Currently, the township gives board member representatives an opportunity to provide a verbal update at meetings.

### JOINT MEETINGS

While communities have master plans and common goals, it’s easy to head in different directions when doing the day-to-day work. Even in smaller communities where

officials may live next to each other or see each other at the grocery store, it’s important to connect in an official capacity. Having some type of joint meeting with the board, planning commission, ZBA, and other relevant boards at least annually gives the community that chance to connect and ensure everyone is pulling in the same direction. Many communities combine a joint meeting with an in-house training or hold the meeting to focus on a special topic or project. It is recommended that an annual meeting be conducted.

### PLANNING COMMISSION ANNUAL REPORT

The Michigan Planning Enabling Act (MPEA) required that the planning commission provide a report annually to the governing body on the commission’s activities. Once a report is developed, planning reports are posted online for review.

Status	Evaluation criteria	Recommended actions for certification
4.2.1	The community has a dedicated source of funding for training.	<input type="checkbox"/> Demonstrate how training resources are dedicated to boards and commissions
4.2.2	The community identifies training needs and tracks attendance of the governing body, boards, commissions and staff.	<input type="checkbox"/> Identify priorities for training topics and sources <input type="checkbox"/> Establish a method to track training activity for staff and officials
4.2.3	The community encourages the governing body, boards, commissions and staff to attend trainings.	<input type="checkbox"/> Develop a method to encourage elected and appointed official to attend trainings
4.2.4	The community shares information between the governing body, boards, commissions and staff.	<input type="checkbox"/> Establish a method to report out from training activity <input type="checkbox"/> Hold a joint meeting/training annually

## Best Practice 5.1—Economic development strategy

Best Practice 5.1 evaluates goals and actions identified by the community to assist in strengthening its overall economic health. Strategic economic development planning is critical to attract jobs and new investment in communities.

### LOCAL STRATEGY

The expectation of Best Practice 5.1 is that communities will have an overarching economic development strategy that assesses challenges and opportunities, describes how economic development initiatives are coordinated and outlines goals, objectives, and implementation actions. Some elements of what can be incorporated into an economic development strategy can be found within the master plan. Items such as:

- Developing various economic development mechanisms to serve for private investment for redevelopment and new development.
- Serve a regional hub in northern Michigan to promote Garfield Township as a great place for business development and job opportunities.
- Strategies to help infill properties within the Barlow Garfield neighborhood.

In order to meet this best practice, a comprehensive economic development strategy needs to be developed along with a matrix table of goals, objectives, and implementation actions.

### CONNECTION TO REGIONAL STRATEGIES

The economic development plan should make mention to regional cooperation and governance. This means working with neighboring communities to align economic development strategies to achieve regional prosperity. During the creation of an economic development strategy, Garfield Charter Township should be sure to coordinate efforts with local economic development corporations, neighboring municipalities, and regional partners. It should be made clear where the regional opportunities lie within the economic development strategy, and how existing plans coordinate.

### ASSESSING PROGRESS

The second aspect of this best practice focuses on ensuring the economic development strategy is reviewed on a regular basis. This ensures that the economic development goals and actions remain front of mind and so that the township can correct course as needed to react to changing circumstances. The economic development strategy should be annually reviewed for updates. This can be done thorough the annual planning commission report.

Status	Evaluation criteria	Recommended actions for certification
5.1.1	The community has approved an economic development strategy.	<input type="checkbox"/> Develop recommendations for implementation, including goals, actions, timelines and responsible parties <input type="checkbox"/> Once the capital improvements plan is developed, ensure there is a connection between both plans <input type="checkbox"/> Demonstrate how the economic development strategy coordinates with the regional economic development strategy
5.1.2	The community annually reviews the economic development strategy.	<input type="checkbox"/> Annually review and report on implementation progress on the adopted economic development strategy



## Best Practice 5.2—Marketing and promotion

Best Practice 5.2 evaluates how the community promotes and markets itself. Marketing and branding are essential tools in promotion of a community’s assets and unique attributes. Consumers and investors are attracted to places that evoke positive feelings and to communities that take pride in their town and their history.

### MARKETING STRATEGY

Garfield Charter Township does not currently have a cohesive marketing strategy; however, has a strong foundation for the development of one. The master plan identifies plenty of key attributes to the community. A recommendation in this section is that a task force consisting of design professionals, such as architects and planners, residents, and township officials be established for the purpose of defining the appropriate township image and identifying site and building standards that convey that image.

The township should also focus on including the following:

1. An inventory of its existing marketing assets and partners. Think about what the township or business groups are already doing to market themselves? Who else is out there marketing Garfield Charter Township?
2. Identify key audiences to focus on attracting new residents, new businesses, and new development. For example, encouraging mixed-use development could help attract new residents and developers with a variety of non-traditional housing options.
3. Identify key messaging for each of those audiences—telling your average person that the township

approves site plans quickly means almost nothing but to a business owner looking to expand into a new market, it could be appealing.

4. Identify key avenues for those messages. Social media is nice, but will it really hit those out-of-town developers who you might need to kickstart a priority site project? Probably not.
5. Identifying what success looks like. This way you know if you’re on the right path or need to shift course.

While not required for RRC certification, a brand is a tool some communities choose to develop as part of a marketing strategy. If a community chooses to create a brand, it should ensure it has a clear marketing strategy while identifying how the brand will be used to portray the community image and messaging from the strategy, and not attempt to replace the strategy itself.

### MUNICIPAL WEBSITE

A key aspect of any community’s efforts to market itself and help foster development is its website. This is often the first point of contact with anyone looking to invest or visit. As such, it is important that a community’s planning and development information can be readily found in a centralized location. Garfield Charter Township’s website is modern, aesthetically pleasing, and easy to navigate. The planning and zoning web page serve as the centralized location where all the development information is housed. As missing RRC documents are completed (i.e., economic development strategy, property information packages, etc.), the township should add them to the web page as well.

Status	Evaluation criteria	Recommended actions for certification
5.2.1	The community has developed a marketing strategy.	<input type="checkbox"/> Develop a cohesive marketing strategy for the township
5.2.2	The community has an updated, user-friendly municipal website.	<input type="checkbox"/> Ensure that all the items noted in this best practice are included in a central location or within one click

The RRC program assists communities in maximizing their economic potential by embracing effective redevelopment tools and best practices. As this report makes clear, Garfield Charter Township has a strong foundation in place for meeting the best practices.

Upon receipt of this report, community staff and leadership should review the recommendations and determine if they align with the community's priorities and vision. If, after review, the community believes that RRC is still a good fit, a resolution of intent to continue with the process should be passed. Upon receipt of that resolution, the community will enter final phase of the process: officially working toward certification. During that phase, the community will be able to make progress

on RRC items at its own pace and receive regular support from its RRC planner. It will also have continued access to the RRC online library of resources and extensive network of other RRC-engaged communities while also becoming eligible for matching technical assistance dollars from RRC (once the community has shown at least one-quarter of progress). In order to guide this next phase, RRC recommends the creation of an RRC work group consisting of community staff, officials and community representatives. Local officials or new employees within the RRC process could also complete our online eLearning tool. We look forward to working with the community on reaching certification and a long, positive partnership for many years to come.



## Best Practice 6.1—Redevelopment Ready Sites®

Best Practice 6.1 assesses how a community identifies, envisions, and markets their priority redevelopment sites. Communities must think strategically about the redevelopment of properties and investments should be targeted in areas that can catalyze further development around it. Instead of waiting for developers to propose projects, Redevelopment Ready Communities® identify priority sites and prepare information to assist developers in finding opportunities that match the community’s vision. Post-certification, Garfield Charter Township will have the opportunity to work with the Redevelopment Services Team in order to package sites. It is best to begin working on identifying and prioritizing a list of 5–10 sites once a community has completed a majority of the previous best practices to supply to the redevelopment services team once Garfield Charter Township reaches that stage.

The vision for the sites should be derived and crafted from adopted community plans (master plan, economic development plan, marketing plan, CIP) and staff should continually ensure that the framework is in place to support that vision. Basic information should be gathered as required under evaluation criteria 6.1.2.; from there, sites should be packaged into a short, marketable document. At least one site package should be developed further into a complete property information package, which includes an expanded list of more technical items (as applicable); such as environmental conditions, traffic studies, etc. A complete list of additional technical items can be found under evaluation criteria 6.1.5. Finally, the sites should be actively marketed via the Garfield Charter Township website and its economic development partners.

Status	Evaluation criteria	Recommended actions for certification
6.1.1	The community identifies and prioritizes redevelopment sites.	<p>Complete the other five best practices. Once those are complete, the RRC Team will connect the township with the Redevelopment Services Team to complete the remainder of this best practice.</p>
6.1.2	The community gathers basic information for at least three priority sites.	
6.1.3	The community has development a vision for at least three priority sites.	
6.1.4	The community identifies potential resources and incentives for at least three priority sites.	
6.1.5	The community assembles a property information package for at least one priority site.	
6.1.6	Prioritized redevelopment sites are actively marketed in accordance with the marketing strategy.	

**CHARTER TOWNSHIP OF GARFIELD  
GRAND TRAVERSE COUNTY, MICHIGAN**

**RESOLUTION # 2020-23-T**

**RESOLUTION TO PROCEED IN THE  
REDEVELOPMENT READY COMMUNITIES PROGRAM**

**WHEREAS**, the Charter Township of Garfield recognizes the value of engaging in the Redevelopment Ready Communities (RRC) program from the Michigan Economic Development Corporation (MEDC) and seeks to improve its redevelopment readiness via participation in the program; and

**WHEREAS**, the Township Board adopted a Resolution of Intent to Participate in the RRC Program (#2020-14-T) at their July 14, 2020 meeting, and the Township has also entered into a Memorandum of Understanding (MOU) with the MEDC on July 30, 2020; and

**WHEREAS**, the MEDC has developed a program for certifying Redevelopment Ready Communities and the Charter Township of Garfield desires to achieve that certification by implementing best practices and recommended strategies for redevelopment; and

**WHEREAS**, the Charter Township of Garfield recently adopted the Barlow Garfield Neighborhood Plan to provide a vision and guide for redevelopment in an area of the northeast corner of the Township, and the Township recognizes the potential of RRC to help implement this Plan; and

**WHEREAS**, the Charter Township of Garfield includes within its boundaries properties that present opportunities for redevelopment, especially within the study area of the Barlow Garfield Neighborhood Plan; and

**WHEREAS**, the RRC program includes evaluating strong partnerships between Township boards and commissions related to development including the Township Board, Planning Commission, and the Zoning Board of Appeals; and

**WHEREAS**, after review of the RRC baseline report, the Charter Township of Garfield is willing to complete the tasks as outlined, which will involve interaction with the Township boards and commissions described above.

**NOW, THEREFORE, BE IT RESOLVED:**

1. **THAT** the Charter Township of Garfield will proceed under the RRC program; and
2. **THAT** the Township Board authorizes the implementation of recommendations made by MEDC as needed to achieve RRC certification from the MEDC.

Moved: Steve Duell

Supported: Denise Schmuckal

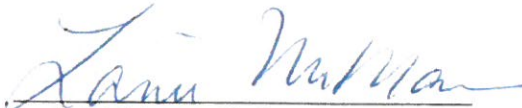
Ayes: Duell, Schmuckal, Blood Law, Agostinelli, Walters, McManus, Korn

Nays: None

Absent and Excused: None

RESOLUTION DECLARED ADOPTED.

By:



Lanie McManus, Clerk

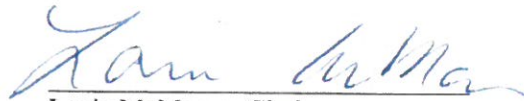
Charter Township of Garfield

#### CERTIFICATE

I, Lanie McManus, Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and correct copy of Resolution #2020-23-T which was adopted by the Township Board of the Charter Township of Garfield on the 13th day of October, 2020.

Dated:

10-14-2020



Lanie McManus, Clerk

Charter Township of Garfield