

**CHARTER TOWNSHIP OF GARFIELD**  
**VIRTUAL PLANNING COMMISSION MEETING**

Wednesday, January 13, 2021 at 7:00 pm  
Garfield Township Hall  
3848 Veterans Drive  
Traverse City, MI 49684  
Ph: (231) 941-1620

The Wednesday, January 13, 2021, Planning Commission meeting at 7:00 pm will be held virtually due to the revised MDHHS Michigan Emergency Order and the Open Meetings Act amendment extending the remote attendance provision to March 31, 2021. To provide input on any business that will come before the Commission or to contact the Commissioner(s), please send an email to the Township Planning Director, John Sych, at [jsych@garfield-twp.com](mailto:jsych@garfield-twp.com).

You are invited to join the Planning Commission meeting on January 13, 2021 at 7:00 pm. Please click the link below to join the webinar:

<https://us02web.zoom.us/j/87686484282>

Or iPhone one-tap :

US: +13017158592,,87686484282# or +13126266799,,87686484282#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099 or +1 253 215 8782 or +1 346 248 7799 or +1 669 900 6833

Webinar ID: 876 8648 4282

International numbers available: <https://us02web.zoom.us/j/87686484282>

**A G E N D A**

**ORDER OF BUSINESS**

**Call meeting to order**

**Pledge of Allegiance**

**Roll call of Board Members**

**Election of Officers**

**Selection of New Planning Commission Representative to the Zoning Board of Appeals**

**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** – December 9, 2020
4. **Correspondence**
5. **Reports**
  - a. Township Board
  - b. Planning Commissioners
  - c. Staff Report
6. **Unfinished Business**
  - a. PD-2021-5 – Ligon Bed and Breakfast – SUP Public Hearing
  - b. PD-2021-6 – C-P and PUD Signs ZO Text Amendment – Public Hearing
7. **New Business**
  - a. PD-2021-8 – Copper Ridge PUD Sign Request – Introduction
  - b. PD-2021-7 – BATA HQ Transit-Oriented Mixed-Use Development PUD – Introduction
8. **Public Comment**
9. **Other Business**
10. **Items for Next Agenda – January 27, 2021**
  - a. 2020 Planning Commission Annual Report
  - b. 2021 Priority Projects and Master Plan Implementation
  - c. Zoning Ordinance Use Chart – Continued Discussion
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  
December 9, 2020**

**Call Meeting to Order:** Chair Racine called the December 9, 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** (Garfield Township, Grand Traverse County, MI), **Steve Duell** (Garfield Township, Grand Traverse County, MI), **Pat Cline** (Garfield Township, Grand Traverse County, MI) **Joe Robertson** (Garfield Township, Grand Traverse County, MI), **Robert Fudge** (Garfield Township, Grand Traverse County, MI), **Chris DeGood**, (Garfield Township, Grand Traverse County, MI), and **John Racine** (Garfield Township, Grand Traverse County, MI)

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

**1. Public Comment (7:03)**

None

**2. Review and Approval of the Agenda – Conflict of Interest (7:08)**

*Fudge moved and Robertson seconded to approve the agenda as amended*

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

*Nays: None*

**3. Minutes (7:09)**

**a. November 12, 2020**

*McManus moved and DeGood seconded to adopt the minutes of November 12, 2020 as presented.*

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

*Nays: None*

**4. Correspondence (7:10)**

Emails were received from Candace Morse and Steven Morse urging commissioners to follow the master plan in relation to item 7c; and from Connie Kramer regarding the Oakleaf Village PUD.

**5. Reports (7:11)**

**Township Board Report**

Duell reported that the Township Board approved the Oakleaf PUD and the 2021 budget. They also scheduled the Solar Energy zoning ordinance amendment for a Public Hearing and passed a resolution to refuse the Meadowlands water system. Robertson and Racine have been reappointed to the Planning Commission and Agostinelli will take Duell's place on the Planning Commission beginning on January 2021.

**Planning Commissioners**

No Reports

**Staff Report**

Planner John Sych said he is expecting the BATA project tomorrow.

**6. Unfinished Business**

**a. PD-2020-161- Child Care Centers, Major Thoroughfares ZO Text Amendment – Public Hearing (7:16)**

Deputy Planner Steve Hannon gave an overview of the proposed text amendment. The definitions have been updated so that major thoroughfares will include both arterial and collector roads and the road definitions will be based on the National Functional Classifications system used by MDOT. The other text amendment would allow child care centers in the A-Agricultural district with a special use permit. Racine opened the Public Hearing at 7:20pm.

Carey Waldie from Living Hope Church commented that anytime these types of institutions can be accommodated is good for the community. Racine closed the Public Hearing at 7:23pm.

*DeGood moved and Cline seconded that the proposed amendment to the Garfield Township Zoning Ordinance, as attached to Planning Department Report 2020-16, BE RECOMMENDED FOR ADOPTION by the Township Board.*

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

**b. PD 2020-166 – Carter Lumber I-G rezoning – Findings of Fact 725**

This application requests the rezoning of a 36.5 acre parcel at the southeast corner of Hammond and Garfield Roads. 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 future land use designation for this property is industrial.

*Duell moved and Robertson seconded that the Findings of Fact for application Z-2020-05, as presented in Planning Department Report 2020-166 and being made a part of this motion, BE ADOPTED.*

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

*Duell moved and Fudge seconded to recommend to the Township Board that application Z-2020-05 BE APPROVED.*

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

## **7. New Business**

### **a. PD 2020-163 Ligon Bed and Breakfast – SUP Introduction (7:29)**

This application requests approval of a Special Use Permit for use of an existing single-family home at 5885 Hainey Lane as a Bed and Breakfast Establishment. This use is permitted via Special Use Permit in the A- Agricultural zoning district. The property is a working farm at this time and has an attached suite which measures 20'X20' would be suitable for a nightly rental. 10 parking spaces exist on the property. Commissioners discussed the proposed Bed and Breakfast and discussed access off of Cedar Run Road. The owner is not anticipating any access off of that road, but staff will look into the matter.

*Cline moved and McManus seconded that application SUP-2020-03 for a Special Use Permit for a bed and breakfast establishment at 5885 Hainey Lane.*

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

### **b. PD – 2020-164 Fox Run PURD Extension Request (7:38)**

*After discussion, Duell moved and Robertson seconded THAT application PURD-2017-01, submitted by William Clous, Eastwood Custom Homes, to construct 84 two-bedroom apartment units on parcel 05-130-003-00, BE GRANTED a one year extension until April 25, 2022 to begin construction.*

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

### **c. PD-2020-165 – Mosser Apartment Complex – Conceptual Review (7:44)**

This application is for a conceptual review of a proposed apartment complex on the south side of Hartman Road, west of Dracka Road. The

parcel is 6.19 acres. The site is vacant and includes significant wetlands and is Master Planned as Agricultural Rural land. The proposed project is for a 168 unit apartment complex in seven three story buildings. As currently zoned, the proposed project would not be permitted. The 6.19 acres makes it too small for a PUD, which may be permitted in the zoning district. Developer, Nicholas Mosser recognized the commissioner concerns and said that the proposed development was intended for workforce housing. Commissioners shared concerns with lack of acreage, density and lack of boundaries and setbacks. Commissioners welcome work force housing, but in a different location.

**d. PD-2020-162 – C-P and PUD Signs ZO Text Amendment - Introduction (8:09)**

The Planning Commission has been reviewing the C-P and PUD signage portions of the ordinance. This final version incorporates an applicability section, clarifies regulations for signs permitted by right, refines criteria for waivers by the Planning Commission and allows a “gooseneck” style downward illumination of non-internally illuminated signs in the C-P district and in Planned Developments.

*McManus moved and DeGood seconded that the draft changes to Section 630.G and 630.J of the Zoning Ordinance as included within Planning Department Report 2020-162, BE SCHEDULED for public hearing for the January 13, 2021 Planning Commission Regular Meeting.*

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

**8. Public Comment (8:16)**

None

**9. Other Business (8:17)**

**a. 2021 Meeting Dates**

*Fudge moved and Robertson seconded to adopt the 2021 Meeting Dates as presented.*

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

**10. Items for Next Agenda – January 13, 2021 (8:20)**

Public hearings on the proposed Ligon Bed and Breakfast and the Signage Text Amendment will be on the agenda as well as the BATA proposal if it is submitted on time.

**11. Adjournment**


*Fudge moved and Duell seconded to adjourn the meeting at 8:24.*

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

*Nays: None*

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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. 2021-5</b>		
Prepared:	January 6, 2021	Pages: 4
Meeting:	January 13, 2021 Planning Commission	Attachments: <input checked="" type="checkbox"/>
Subject:	Ligon Bed & Breakfast Special Use Permit – Public Hearing	
File No.	SUP-2020-03	Parcel No. 05-006-013-25
Applicant/Owner:	Matthew and Rebecca Ligon d/b/a Blended Roots Farm	
Agent:	Matthew and Rebecca Ligon d/b/a Blended Roots Farm	

**BRIEF OVERVIEW:**

- 5885 Hainey Lane – near northeast corner of Cedar Run Road and Gray Road
- Approximately 2.77 acres in area
- Existing single-family residence
- A-Agricultural zoning district

**PURPOSE OF APPLICATION:**

This application requests approval of a Special Use Permit (“SUP”) for use of an existing single-family residence at 5885 Hainey Lane as a Bed & Breakfast Establishment. Bed & Breakfast Establishments are permitted via SUP in the A-Agricultural zoning district. An aerial image of the site is shown below. The actual parcel lines are different than what is shown below after a boundary adjustment was completed for this site earlier in 2020.

*Aerial image of the subject property (property lines highlighted in blue):*





This application was introduced to the Planning Commission at their December 9, 2020 meeting and the Planning Commission set the public hearing for their January 13, 2021 meeting. At the introduction, the Planning Commission asked for clarification on the 33-foot easement on the southwest corner of the site at Cedar Run Road. Staff has discovered that this easement is for “ingress and egress and the installation and maintenance of public and private utilities.” The full easement document is attached to this report.

**SITE DESIGN AND ZONING COMPLIANCE OVERVIEW:**

In approving any special use permit pursuant to Section 423, the Planning Commission may impose such reasonable standards, conditions, or requirements, in addition to or that supersede any standard specified in this ordinance, as it may deem necessary to protect the public interest and welfare. Such additional standards may include, but need not be limited to:

- a) Financing
- b) Availability of adequate public facilities or services
- c) Dedication of land
- d) Reservation of land
- e) Creation of special assessment districts
- f) Creation of restrictive covenants or easements
- g) Special setbacks
- h) Yard requirements
- i) Increased screening or landscaping requirements
- j) Area requirements
- k) Development phasing; or
- l) Standards pertaining to traffic, circulation, noise, lighting, hours of operation, protection of environmentally sensitive areas, and similar characteristics.

**ZONING ORDINANCE STANDARDS FOR BED AND BREAKFAST ESTABLISHMENTS:**

A Bed and Breakfast establishment is a private residence that offers sleeping accommodations to transient tenants, is the innkeeper’s residence in which the innkeeper resides while renting the rooms to transient tenants and serves breakfast at no extra cost to its transient tenants.

Pursuant to Section 714 of the Zoning Ordinance, the following regulations and conditions apply to bed and breakfast establishments:

*(1) The minimum lot size shall be as pursuant to the District minimum for Single Family Dwellings.*

The minimum lot size for the A-Agricultural district is 43,560 square feet or 1 acre. The subject parcel is approximately 2.77 acres and therefore exceeds the minimum lot size requirement.

*(2) Bed & Breakfast establishments shall not be allowed on lots or parcels, including legal nonconforming lots or parcels, which do not meet the established lot size, requirements for the district in which they are allowed.*

In addition to the minimum lot size, lots in the A-Agricultural district require a minimum width of 110 feet. The application information shows that this standard is met.

*(3) No bed and breakfast establishment shall be located closer than one thousand three hundred sixty feet (1,360) from another bed and breakfast establishment within a residential or agricultural district.*

The nearest bed and breakfast establishment is located near the corner of Barney Road and Harris Road and is more than 3,000 feet away.

*(4) One (1) parking space per rental sleeping room plus one (1) per owner occupant shall be provided.*

The site plan included in the application includes a guest parking space among the eight available outdoor parking spaces. There are two parking spaces in the garage for the owners.

*(5) One (1) non-illuminated wall sign identifying the establishment not to exceed three (3) square feet in area shall be allowed.*

The photos included with the application show a sign on the garage, which the applicant indicated is 21 inches by 10 inches, which is slightly less than 1.5 square feet and meets this requirement.

*(6) The establishment is located within a residence which is the principal dwelling unit on the property and shall be owner-occupied at all times.*

The single-family residence to be used for the bed and breakfast is owner occupied.

*(7) The rental sleeping rooms shall have a minimum size of one hundred (100) square feet for each two (2) occupants with an additional thirty (30) square feet for each occupant to a maximum of four (4) occupants per room.*

Only one bedroom will be designated for rental as part of the bed and breakfast. This room is 20 feet by 20 feet for 400 square feet of space and includes its own bathroom and closet space.

*(8) No more than eight (8) occupants shall be accommodated in any single residence at any one time in the A Agriculture District and R-3 Multiple Family Districts and five (5) occupants in all other permitted Districts.*

Since only one room will be rented, with the maximum of 4 occupants per room there should be no more than 4 guests at any one time. The application was updated to indicate that there will be no more than 4 guests at one time.

*(9) Use or rental of snowmobiles, all-terrain vehicles or similar vehicles, boats and other marine equipment, in conjunction with the operation of the establishment shall be prohibited.*

The applicant states that they will not use or rent any of these vehicles or equipment as part of the bed and breakfast operation.

*(10) Special land use approval shall not be granted if the essential character of the lot or structure in terms of traffic generation or appearance will be changed substantially.*

The house is situated on the owner's farm and among nearby farmland and single-family homes on large lots. This character lends itself for a bed and breakfast establishment and is not expected to change.

*(11) A site plan shall include a floor plan layout of the proposed structure drawn to a scale of not less than 1" = 16' that shows the specific layout of the proposed facility in accord with the provisions of this Zoning Ordinance.*

A site plan is provided with the application attached to this report, including a floor plan at a scale of 1/4" = 1'-0" which meets this standard.

**ACTION REQUESTED:**

The purpose of this agenda item is to hold a public hearing on the application. If, following the applicant presentation and Planning Commission discussion, the Commission is prepared to direct Staff to prepare Findings of Fact, then the following motion is offered for consideration:

MOTION TO direct staff to prepare Findings of Fact for application SUP-2020-03, for a Special Use Permit for a bed and breakfast establishment at 5885 Hainey Lane, submitted by Matthew and Rebecca Ligon.

Any additional information the Planning Commission deems necessary should be added to this motion.

**Attachments:**

1. Special Use Permit Application from Matthew and Rebecca Ligon dated November 2, 2020, including a Site Plan, Electrical Plan, Floor Plan, Impact Statement and Addendum, and Photographs.
2. Parcel description with easement description document, recorded at Register of Deeds on July 21, 2014.

**Blended  
Roots  
Farm**



\*Maple Syrup  
\*Fresh Cut Flowers  
\*Potatoes  
\*Natural Compost  
Dropoff

Matthew & Rebecca Ligon  
Owner/Operators

5885 Hainey Ln.  
Traverse City MI 49684

blendedrootsfarm@gmail.com

tel. (231) 360-3703



## Charter Township of Garfield Grand Traverse County

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

### SPECIAL USE PERMIT APPLICATION

#### APPLICANT INFORMATION

Name: Matthew & Rebecca Ligon DBA Blended Roots Farm  
Address: 5885 Hainey Ln  
Traverse City MI 49684  
Phone Number: H 231-218-6288 R 231-360-3703 Email: blendedrootsfarm@gmail.com

#### AGENT INFORMATION

Name: Same as applicant  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

#### OWNER INFORMATION

Name: Same as applicant  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Please select one person to be contact person for all correspondence and questions:

Applicant  Agent  Owner

#### PROPERTY INFORMATION

Address of Subject Property: 5885 Hainey Ln.  
Property Identification Number: 2805-006-013-30  
Zoning District: Ag. Area of Property: 2.76 acres  
Existing Use(s): Farm  
Proposed Use(s): Farm / Bed & Breakfast  
Estimated Start Date: ASAP Estimated Completion Date: N/A

### SITE PLAN CHECKLIST

With this application, submit ten (11"x17") copies of the site plan along with two (24"x36") copies of site plan. Check that your site plan includes all required elements. Minimum requirements include:

- Existing site conditions
- Vicinity Map
- Site Plan to scale, preferably 1" = 50'
- Topography at two (2) foot contour intervals
- Springs, lakes, ponds, other water courses, floodplain elevations and other natural features
- Parcel dimensions
- Property Legal Description
- Required Setbacks
- Lot coverage percentage permitted and proposed
- Street right-of-way, type (public/private) widths, and names on and adjacent to site, existing and proposed
- Sidewalks
- Utilities, above and below ground, existing and proposed
- Structures and uses, existing and proposed
- Location and extent of all above ground development, existing and proposed including signage, fences, and berms
- Grading/drainage plan including direction arrows for surface water runoff, grading limits, and site data table
- Parking and loading spaces
- Landscape Plan which shall utilize the base information of the site plan and shall illustrate buffer areas, proposed planting locations and material list
- Architectural plans including floor plans and building elevations

**Section 5. Additional Information**

If applicable, provide the following further information:

	<u>Yes</u>	<u>No</u>	<u>Not Applicable</u>
<b>A. Sanitary Sewer Service</b>			
1. Does project require extension of public sewer line?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If yes, has a Utility Agreement been prepared?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Will a community wastewater system be installed?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If yes, has a Utility Agreement been prepared?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If yes, provide construction plans and specifications			
3. Will on-site disposal be used?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If yes, is it depicted on plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>B. Water Service</b>			
1. Does project require extension of public water main?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If yes, has a Utility Agreement been prepared?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Will a community water supply be installed?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If yes, has a Utility Agreement been prepared?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If yes, provide construction plans and specifications			
<b>C. Public utility easements required?</b>			
If yes, show on plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>D. Storm Water Review / Soil Erosion</b>			
1. Soil Erosion Plans approved by Soil Erosion Office?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If so, attach approval letter.			
If no, are alternate measures shown?			
2. Storm Water Plans approved by Township Engineer?			
If so, attach approval letter.			
If no, are alternate measures shown?			
Note: Alternate measures must be designed and sealed by a registered Engineer.			
<b>E. Roads and Circulation</b>			
1. Are interior public streets proposed?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If yes, has Road Commission approved (attach letter)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Will public streets connect to adjoining properties or future streets?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Are private roads or interior drives proposed?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Will private drives connect to adjoining properties service roads?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Has the Road Commission or MDOT approved curb cuts?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If yes, attach approved permit.			

### IMPACT ASSESSMENT

A written statement, on separate sheet of paper, to include the following information:

- A written illustrative description of the environmental characteristics of the site prior to development, i.e., topography, soils, vegetative cover, drainage, streams, creeks or ponds.
- Types of uses and other man-made facilities.
- The number of people to be housed, employed, visitors or patrons and vehicular and pedestrian traffic.
- Phasing of the project including ultimate development proposals.
- Natural features which will be retained, removed and/or modified including vegetation, drainage, hillsides, streams, wetlands, woodlands, wildlife and water. The description of the areas to be changed shall include their effect on the site and adjacent properties. An aerial photo may be used to delineate the areas of change.
- The method to be used to serve the development with water and sanitary sewer facilities.
- The method to be used to control drainage on the site and from the site. This shall include runoff control during periods of construction.
- If the public sewers are not available to the site, the Applicant shall submit a current approval from the Health Department or other responsible public agency indicating approval of plans for sewage treatment.
- The method to be used to control any increase in effluent discharge to the air or any increase in noise level emanating from the site. Consideration of any nuisance that would be created within the site or external to the site whether by reason of dust, noise, fumes, vibration, smoke or lights.
- An indication of how the proposed use conforms with existing and potential development patterns and any adverse effects.
- The proposed density in units per acre for residential developments.
- Name(s) and address(es) of person(s) responsible for preparation of statement.
- Description of measures to control soil erosion and sedimentation during grading and construction operations and until a permanent ground cover is established. Recommendations for such measures may be obtained from the County Soil Erosion and Sedimentation office.
- Type, direction, and intensity of outside lighting.
- General description of deed restrictions, if any.

#### BASIS FOR DETERMINATION

Indicate, on a separate sheet of paper, how the proposed special use will comply with, meet, or facilitate each of the following Approval Criteria from Section 423.E of the Zoning Ordinance. The Planning Commission must determine that each of these criteria are satisfied in order to grant approval of a Special Use Permit.

#### COMPLETE APPLICATION INCLUDES:

- Application
- Site Plan
- Impact Assessment
- Basis for Determination
- Fee \$ \_\_\_\_\_
- Escrow Amount \$ \_\_\_\_\_
- Electronic Copies

##### Application and written documents

- Word
- PDF

##### Development and site plans

- PDF
- JPEG

#### REVIEW PROCESS

Upon submittal of this application, Township Staff will review the materials submitted and will, within ten (10) working days, forward a determination of completeness to the applicant. In the event that the submission is incomplete or noncompliant with the Zoning Ordinance, it will be returned to the applicant for revision. Once the submission is revised, Staff will again review it for completeness and again forward a determination to the applicant within ten (10) working days. This procedure shall be repeated until a complete submission is received.

Once the application is deemed to be complete and submitted according to the application deadlines, it will be forwarded to the Planning Commission for review. They will determine if the application is complete and schedule a public hearing as necessary.

Upon holding a public hearing, the Planning Commission may approve, approve with conditions, or deny the proposed special use.



The Planning Commission may impose such additional conditions and safeguards deemed necessary for the general welfare for the protection of individual property rights, and for insuring that the intent and objectives of this Ordinance will be observed. The breach of any condition, safeguard, or requirement shall automatically invalidate the permit granted.

AFFIDAVIT

The undersigned affirms that he/she or they is (are) the owner, or authorized agent of the owner, involved in the application and all of the information submitted in this application, including any supplemental information, is in all respects true and correct. The undersigned further acknowledges that willful misrepresentation of information will terminate this permit application and any permit associated with this document.

Owner Signature: Rebecca Ligon, Martin Sr Date: 11-2-2020

Applicant Signature: Rebecca Ligon, Martin Sr Date: 11-2-2020

surrounding neighborhood.

- (4) Easily accessible open space areas to encourage outdoor interaction and opportunity shall be provided.

## **SECTION 712                    AUTOMOBILE LAUNDRIES**

### **A. REGULATIONS AND CONDITIONS**

- (1) All such facilities shall be connected to a public water and sewer system.
- (2) All washing activities shall be carried out within a building.
- (3) No vacuum equipment shall be located closer than one hundred (100) feet to any property line which abuts a property zoned or used for residential purposes.
- (4) Noise generated on site from any source shall not exceed 40 decibels measured at any property line.

## **SECTION 714                    BED AND BREAKFAST**

### **A. REGULATIONS AND CONDITIONS**

- (1) The minimum lot size shall be as pursuant to the District minimum for Single Family Dwellings.
- (2) Bed & Breakfast establishments shall not be allowed on lots or parcels, including legal non-conforming lots or parcels, which do not meet the established lot size, requirements for the district in which they are allowed.
- (3) No bed and breakfast establishment shall be located closer than one thousand three hundred sixty feet (1,360) from another bed and breakfast establishment within a residential or agricultural district.
- (4) One (1) parking space per rental sleeping room plus one (1) per owner occupant shall be provided.
- (5) One (1) non-illuminated wall sign identifying the establishment not to exceed three (3) square feet in area shall be allowed.
- (6) The establishment is located within a residence which is the principal dwelling unit on the property and shall be owner-occupied at all times.
- (7) The rental sleeping rooms shall have a minimum size of one hundred (100) square feet for each two (2) occupants with an additional thirty (30) square feet for each occupant to a maximum of four (4) occupants per room.
- (8) No more than eight (8) occupants shall be accommodated in any single residence at any one time in the A Agriculture District and R-3 Multiple Family Districts and five (5) occupants in all other permitted Districts.
- (9) Use or rental of snowmobiles, all-terrain vehicles or similar vehicles, boats and other marine equipment, in conjunction with the operation of the establishment shall be prohibited.
- (10) Special land use approval shall not be granted if the essential character of the lot or structure in terms of traffic generation or appearance will be changed substantially.
- (11) A site plan shall include a floor plan layout of the proposed structure drawn to a scale of not less than 1" = 16' that shows the specific layout of the proposed facility in accord with the provisions of this Zoning Ordinance.

## **SECTION 716                    BOARDING RESIDENCES**

### **A. REGULATIONS AND CONDITIONS**

- (1) All residences shall meet all state and local health and safety codes.
- (2) No more than five (5) individuals shall be accommodated in any single residence.
- (3) Such uses shall be carried out in an inconspicuous manner so that the nature of activities related

## Steve Hannon

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**From:** Matthew Ligon <matt.ligon@yahoo.com>  
**Sent:** Monday, December 28, 2020 12:42 PM  
**To:** Steve Hannon  
**Subject:** Fw: application

Steve, here is the 2nd change. Matthew

----- Forwarded Message -----

**From:** Rebecca Ligon <rebecca.ligon@gmail.com>  
**To:** Miles Ligon <matt.ligon@yahoo.com>  
**Sent:** Saturday, December 26, 2020, 03:04:15 PM EST  
**Subject:** application

Ligon, Matthew and Rebecca  
Blended Roots Farm  
5885 Hainey Ln.  
Traverse City, MI 49684

Special Use Permit Application

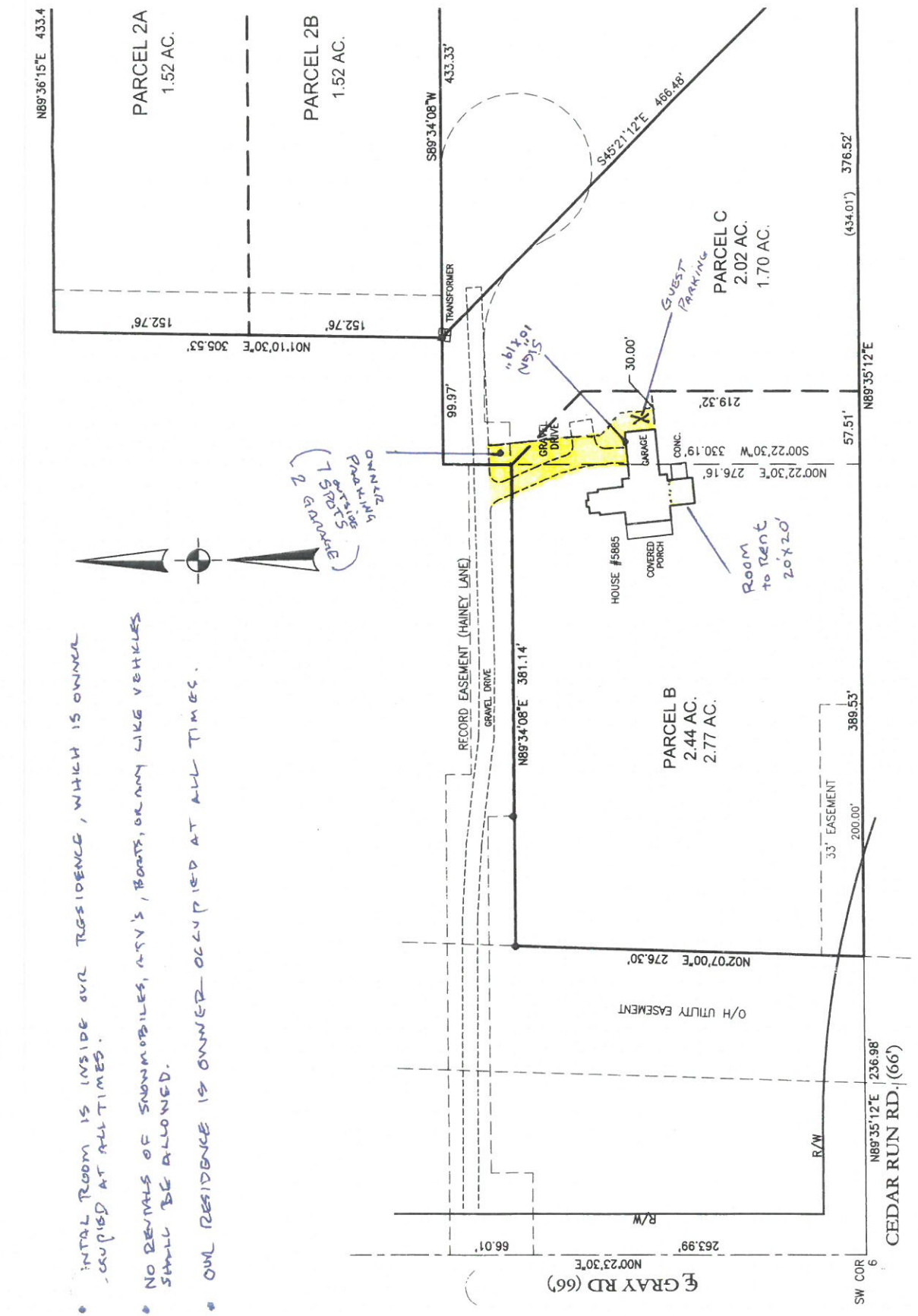
Section 714 Bed and Breakfast

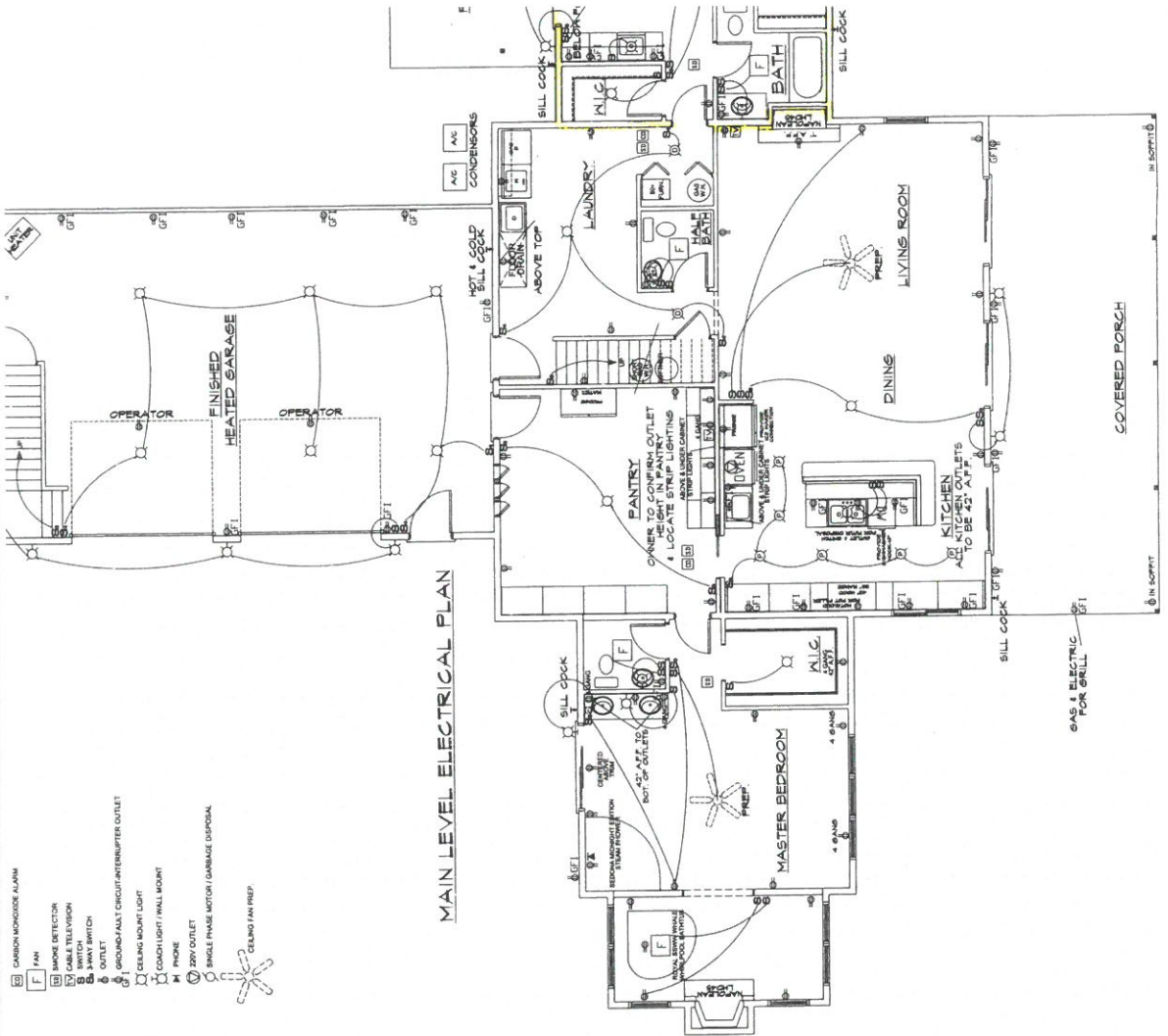
1. Property lot is currently 2.76 acres and completes requirement for Single Family Dwelling.
2. Lot is within acceptable perimeters
3. The nearest Bed and Breakfast is over 3 miles away from our location.
4. There are a total of 10 parking spots (owner occupies indoor garage 2 parking spaces and 8 parking spaces outdoors for visitors, see attached photos).
5. There is a magnetic sign on the garage door with the farm logo and name. It measures 21" long by 10" high. See attached photos.
6. The residence is occupied by 2 adult owners and several children. This is our full time residence.
7. The rental suite is 20' x 20'. This includes a bathroom and closet.
8. We are zoned Agricultural and will not accommodate more than 4 guests at one time.
9. We will not use or rent snowmobiles, all-terrain vehicles or similar vehicles, boats or other marine equipment, in conjunction with the operation of the establishment.
10. The structure, appearance and traffic generation will be in line with the current use of the property.
11. We will provide a site plan with the necessary information required.

- INTAL ROOM IS INSIDE OUR RESIDENCE, WHICH IS OWNED - OCCUPIED AT ALLTIMES.
- NO RENTALS OF SNOWMOBILES, ATV'S, BOATS, OR ANY LIKE VEHICLES SHALL BE ALLOWED.
- OUR RESIDENCE IS OWNED OCCUPIED AT ALL TIMES.



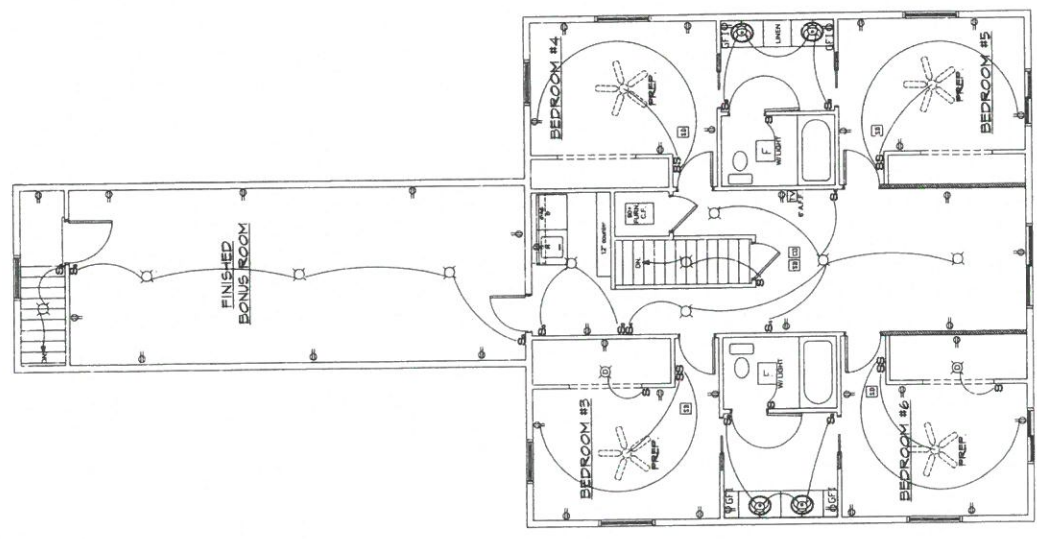
EXISTING DRIVE  
 15' x 20' x 20'  
 2



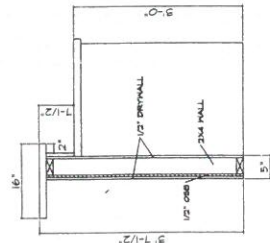
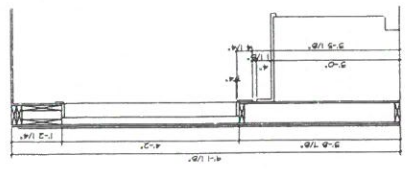
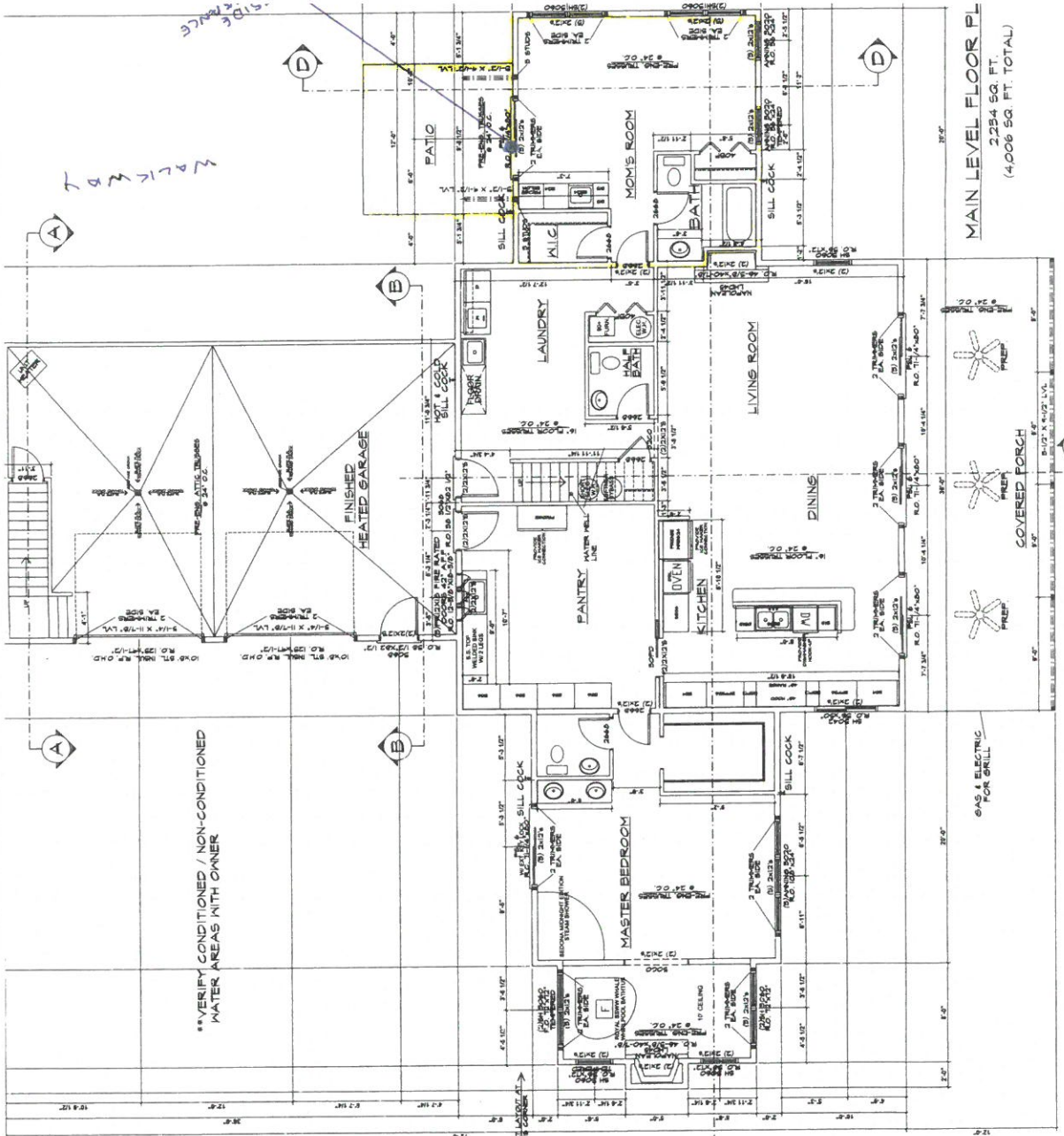


MAIN LEVEL ELECTRICAL PLAN

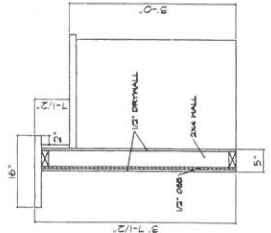
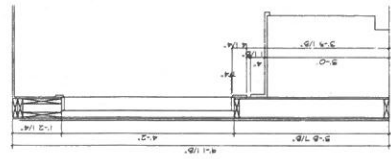
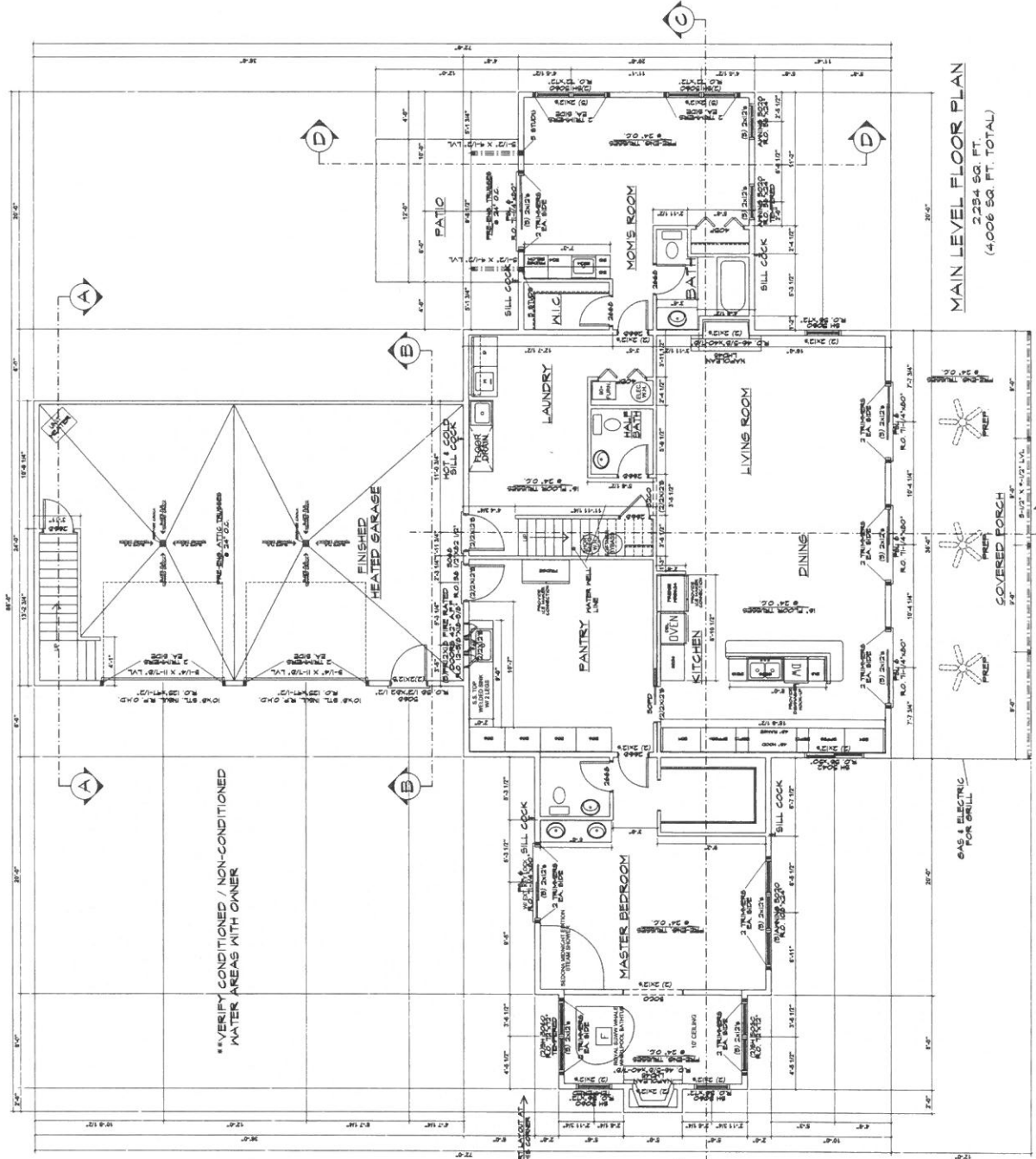
- CARBON MONOXIDE ALARM
- F FAN
- SMOKE DETECTOR
- CABLE TELEVISION
- 3-WAY SWITCH
- OUTLET
- GROUND-Fault CIRCUIT INTERRUPTER OUTLET
- CEILING MOUNT LIGHT
- CLOSET LIGHT / WALL MOUNT
- PHONE
- ZENY OUTLET
- SINGLE PHASE MOTOR / GARBAGE DISPOSAL
- CEILING FAN PREP



UPPER LEVEL ELECTRICAL PLAN



**KITCHEN COUNTER DETAIL**  
 SCALE: 1" = 1'-0"



**KITCHEN COUNTER DETAIL**  
 SCALE: 1" = 1'-0"

Ligon, Matthew and Rebecca  
Blended Roots Farm  
5885 Hainey Ln.  
Traverse City, MI 49684

### Special Use Permit Application

#### Impact Statement

I, Matthew, was born in Traverse City Michigan at Munson Hospital raised here on the Old Mission Peninsula on a fruit farm. Growing up on a farm was an amazing time as a child. To be able to see how nature works, from watching apples grow to making maple syrup, these memories are etched in gold in my mind. In 2014, my wife, Rebecca, and I started dreaming of having a farm of our own. However, we lived in town, Garfield Township in fact. To start a farm would mean we would have to move out of town. That did not please us, we enjoyed being so close to everything we needed. During our property search, we happened to stumble across a 6 acre agricultural parcel that had a perfect Sugarbush set up. The best part was the fact that this property was located right across the street from Traverse City West Senior high school. Having children attending elementary, middle, and high schools and to find a property within 3 1/2 miles of all three, this was a unicorn.

We purchased the land in 2014 and started building "our farm" in 2015. When we built the home, Nana (mother) was living with us. We created a suite for her on the south side of the house. With its own little kitchenette, full bath, two closets and french doors opening on to her own private porch, she enjoyed the peaceful and beautiful space. By the spring of 2016 we started to settle in at the new farmhouse. We went to work on raising organic produce for our family and our community. From 3,600 potato plants, to savory squash, beans and peas, we became a contributor to our community. We started teaching our children and our friends and neighbors how to grow naturally and without pesticides. We also opened up the Sugarbush and produced our first batch of sugary goodness (maple syrup aka liquid gold). We began in 2016, and we haven't settled or even slowed. We increased the size of the farm by 3 acres, and we added an agricultural building. We offer daisies and purple coneflowers, also known as echinacea, for "U-Pick" by the stem. Our sunflower gardens are becoming legendary, with small sunflowers for pictures with small children earlier in the summer, to the winding maze and senior pictures of the tall sunflower toward the end of July, this year smiles were truly priceless. We are in the process of creating walking paths throughout the expanding sunflower fields. On these paths will be educational plaques that describe and educate individuals on things from sugar maple trees, to our African guinea hens. Our goal is to turn our family farm into an educational community experience showing and teaching people how to grow, raise, and produce food for the community and their families.

Nana is now living in town and the suite is empty. Our family would like to take "Nana's Suite" and share it with others and give them first hand experience with a truly organic working farm. The special use permit would allow us to use this suite as a bed-and-breakfast and would not only help the farm reach its long-term goals of educating and possibly inspiring visitors from all walks of life, but provide a quiet, peaceful "get away" for those looking to enjoy our way of life. This would also showcase Garfield Township for our commitment to putting community and farming first.

Thank you for taking the time to enjoy our story.

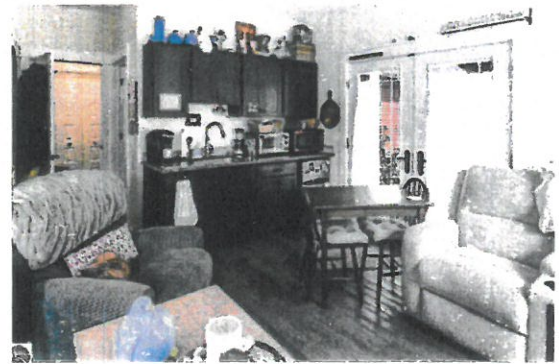
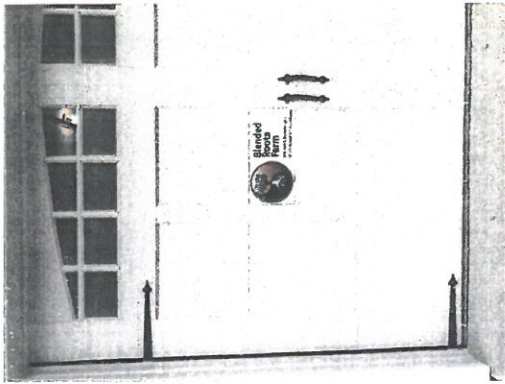


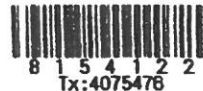
Ligon, Matthew and Rebecca  
Blended Roots Farm  
5885 Hainey Ln.  
Traverse City, MI 49684

Special Use Permit

Addendum

- We feel the need to address covid and legal expectations. We will comply with all covid regulations both locally and nationally. We will disinfect the entire suite between guests and adhere to socially distancing guidelines. We will also provide no contact breakfast until such guidelines are changed.





Y2

05-006-013-50 By RVL  
STATE OF MICHIGAN, County of Grand Traverse at Traverse City, Michigan, I hereby certify that there are no Tax Liens or Titles held by the State of any individual against the within-Description, and all taxes on same are paid for five years previous to the date of the instrument as appears by the records in my office. This does not cover taxes in the process of collections by Township, City or Village 7.21.14 Grand Traverse County, Treasurer.

2014R-11811  
STATE OF MICHIGAN  
GRAND TRAVERSE COUNTY  
RECORDED  
07/21/2014 10:05 AM PAGE 1 OF 2  
PEGGY HAINES REGISTER OF DEEDS

WARRANTY DEED

KNOW ALL MEN BY THESE PRESENTS: That [redacted] a single man whose address is P.O. Box 465, Traverse City, MI 49685 convey(s) and warrant(s) to [redacted] a married man, whose address is [redacted] Traverse City, MI 49684, the following described premises:

Land situated in the Township of Garfield, County of Grand Traverse, State of Michigan, described as follows:

Parcel B

That part of the Southwest One-quarter of the Southwest One-quarter of Section 6, Town 27 North,, Range 11 West, and being More fully described as: Commencing at the Southwest corner of said Section 6; thence North 89°35'12" East along the South line of said section, 236.98 feet to the Point of Beginning; thence continuing North 89°35'12" East, along the South line, 389.53 feet; thence North 00°22'30" East, parallel with the West line of said Section, 276.17 feet; thence South 89°34'08" West, 381.14 feet to the East line of a power line easement as recorded in Liber 193, page 556; thence South 02°07'00" West along said East easement line, 2.44 feet to the Point of Beginning.

SUBJECT TO a 33.00 foot wide easement for ingress and egress and the installation and maintenance of public and private utilities, being a part of the Southwest One-quarter of the Southwest One-quarter of Section 6, Town 27 North, Range 11 West, the South line of said easement being more fully described as: Commencing at the Southwest corner of said Section 6; thence North 89°35'12" East along the South line of said section, 236.98 feet to the Point of Beginning of the South line of said easement; thence continuing North 89°35'12" East, along said South line, 200.00 feet to the Point of Ending of said South easement line.

Parcel C

That part of the Southwest One-quarter of the Southwest One-quarter of Section 6, Town 27 North, Range 11 West, and being more fully described as: Commencing at the Southwest corner of said Section 6; thence North 89°35'12" East along the South line of said section, 626.51 feet to the Point of Beginning; thence continuing North 89°35'12" East along said South line, 434.01 feet; thence North 45°21'12" West, 466.48 feet; thence South 89°34'08" West, 99.97 feet; thence South 00°22'30" West parallel with said West line, 330.19 feet to the Point of Beginning.

AND ALSO SUBJECT TO AND TOGETHER WITH an easement for ingress and egress and the installation and maintenance of public and private utilities, being a part of the Southwest One-quarter of the Southwest One-quarter of Section 6, Town 27 North, Range 11 West, being more fully described as: Commencing at the Southwest corner of Section 6; thence North 00°22'30" East, along the West line of said Section 6; 263.99 feet to the Point of Beginning; thence North 00°22'30" East, continuing along said West line, 66.01 feet; Thence North 89°34'08" East, 379.78 feet; thence South 00°26'09" East, 20.01 feet; thence North 89°34'08" East, 246.46 feet; thence North 00°22'30" East, 20.02 feet; thence North 89°34'08" East, 231.66 feet; thence along the arc of a 60.00 foot radius curve to the right, 256.74 feet (long chord of 101.11 feet bearing South 32°09'06" West) to a point of reverse curvature; thence along the arc of a 90.00 foot radius curve to the left, 102.36 feet (long chord of 96.93 feet bearing North 57°50'54" West); thence South 89°34'08" West 62.99 feet; thence South 00°22'30" West, 20.02 feet; thence South 89°34'08" West, 311.99 feet; thence North 00°26'09" West, 20.01 feet; thence South 89°34'08" West, 281.24 feet; thence South 00°22'30" West, parallel with the West line of said Section 6, 33.01 feet; thence South 89°34'08" West, 66.01 feet to said West line and the Point of Beginning.


Parcel D

That part of the Southwest One-quarter of the Southwest One-quarter of Section 6, Town 27 North, Range 11 West, and being more fully described as: Commencing at the Southwest corner of said Section 6; thence North 89°35'12" East along the South line of said section, 1060.52 feet to the Point of Beginning; thence continuing North 89°35'12" East along said South line, 94.67 feet to the West One-eighth line of said section; thence North 01°10'30" East along said one-eighth line, 330.45 feet; thence South 89°34'08" West, 433.33 feet; thence South 45°21'12" West, 466.48 feet to the Point of Beginning.

AND ALSO SUBJECT TO AND TOGETHER WITH an easement for ingress and egress and the installation and maintenance of public and private utilities, being a part of the Southwest One-quarter of the Southwest One-quarter of Section 6, Town 27 North, Range 11 West, being more fully described as: Commencing at the Southwest corner of Section 6; thence North 00°22'30" East, along the West line of said Section 6; 263.99 feet to the Point of Beginning; thence North 00°22'30" East, continuing along said West line, 66.01 feet; Thence North 89°34'08" East, 379.78 feet; thence South 00°26'09" East, 20.01 feet; thence North 89°34'08" East, 246.46 feet; thence North 00°22'30" East, 20.02 feet; thence North 89°34'08" East, 231.66 feet; thence along the arc of a 60.00 foot radius curve to the right, 256.74 feet (long chord of 101.11 feet bearing South 32°09'06" West) to a point of reverse curvature; thence along the arc of a 90.00 foot radius curve to the left, 102.36 feet (long chord of 96.93 feet bearing North 57°50'54" West); thence South 89°34'08" West 62.99 feet; thence South 00°22'30" West, 20.02 feet; thence South 89°34'08" West, 311.99 feet; thence North 00°26'09" West, 20.01 feet; thence South 89°34'08" West, 281.24 feet; thence South 00°22'30" West, parallel with the West line of said Section 6, 33.01 feet; thence South 89°34'08" West, 66.01 feet to said West line and the Point of Beginning.

05-006-013-40

Grand Traverse County Register of Deeds 2014R-11811 Pg# 1

		<b>Charter Township of Garfield</b>	
		<b>Planning Department Report No. 2021-6</b>	
Prepared:	January 6, 2021	Pages:	3
Meeting:	January 13, 2021 Planning Commission	Attachments:	<input checked="" type="checkbox"/>
Subject:	C-P and PUD Signs Zoning Ordinance Text Amendment – Public Hearing		

**BACKGROUND:**

The Planning Commission has discussed potential changes to the sign regulations in the Planned Shopping (C-P) zoning district and Planned Unit Developments (PUDs). The impetus for these changes came after identifying several issues with the current sign regulations from recent sign proposals and Staff review of sign regulations in the Zoning Ordinance and Township practices, including 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 Planning Commission discussed the above and other issues at the October 28, 2020 and November 12, 2020 meetings and introduced a proposed Zoning Ordinance amendment at the December 9, 2020 meeting. The proposed Zoning Ordinance amendment incorporates input from the Planning Commission discussion and covers the following for signs in both the C-P district and in PUDs:

- Add an “Applicability” section to explain what is and is not considered a new sign.
- Clarify regulations for signs permitted by right:
  - For signs within the C-P district, list the regulations separately for residential uses, office uses, and commercial uses.
  - For signs within Planned Developments, list separately for residential uses, office uses, and commercial and industrial uses, and remove references to the underlying zoning district.
- Refine criteria for the Planning Commission to modify or waive sign requirements:
  - Indicate limitations of the Planning Commission’s discretion (e.g., not a variance, does not run with the land, does not set precedent, only applies to the sign in the application).
  - Refine criteria to allow flexibility, including by building size and distance from the road.
- Allow "gooseneck" style downward illumination of non-internally illuminated signs in C-P.

The proposed Zoning Ordinance amendment would impact both Section 630.G. – Signs Permitted in the C-P Planned Shopping Center Commercial Districts and Section 630.J. – Planned Development Signs. The full text of the proposed amendment is attached to this report.

**STAFF COMMENT:**

Upon further review of the proposed amendment language, Staff wanted to bring the following items to the Planning Commission’s attention for discussion at this meeting:

- The recommended language would align the already similar language in these two sections more closely, which resulted from review and study of these two sections. Upon further review, Staff identified some potential issues with the language as presented:
  - **Signs Allowed by Right.** Both the current and proposed language indicate all proposed signs within a Planned Unit Development shall be submitted to the Planning Commission for final review and approval. However, there is a currently a section for “Signs allowed as by right” and proposed as “Signs permitted by right” for such signs. It is unclear under what criteria the Planning Commission has for reviewing “by right” signs within a Planned Development, if any.
  - **Public Hearings (Planned Developments).** The proposed Section 630.J (3) (b) removes the current requirement for signs within Planned Developments covered by this section to have a public hearing as part of Planning Commission approval. The proposed language is written to align the Planning Commission approval processes for both the C-P district and Planned Developments. There is currently no public hearing requirement for Planning Commission approval of signs in the C-P district.

Staff recommends the Planning Commission consider the following:

- Merge Section 630.G and Section 630.J which would allow for a clear set of regulations.
  - Consider whether the Planning Commission should review signs allowed “by right” within Planned Developments, or if these do not need to come before the Planning Commission.
  - Consider whether applicants requesting an increase in the wall signage area within Planned Developments should go through a public hearing with the Planning Commission.
- The proposed Section 630.G (2) and Section 630.J (2) describe the signs to be permitted by right by use type: residential, office, commercial, or industrial as applicable. Specifically, each of these subsections allows for wall signs and freestanding signs under each type of use, with freestanding signs permitted up to 16 square feet, 40 square feet, and 100 square feet.

Although it appears the intent is to encourage mixed-use development, the proposed regulations do not make clear how a development with a mix of uses should be treated with respect to signage. Staff recommends considering the following language a new subsection for mixed uses:

- **Mixed Uses.**
  - (i) **Wall Signs.** The number and size of wall signs shall be based on each type of use included in the development according to the standards of (a) through (c) above.
  - (ii) **Freestanding Signs.** One (1) sign per roadway entrance to the development. The size of this sign shall be determined by type of use included in the development with the maximum area permitted by (a) through (c) above.

**ACTION REQUESTED:**

Staff has brought the above items to the attention of the Planning Commission for discussion regarding this proposed amendment. If the Planning Commission wants to consider the above issues, then the discussion should include suggested changes to the proposed amendment.

Following discussion and the public hearing, if the Commissioners feel that the proposed amendment to the Zoning Ordinance, as attached to this report, should be updated with new language, the following motion is suggested:

MOTION THAT the proposed amendment to the Garfield Township Zoning Ordinance Section 630.G and 630.J, as attached to Planning Department Report 2021-6, BE TABLED to allow for updated language based on the issues identified in this report and during the public hearing.

Any additional information that the Planning Commission deems necessary should be added to the motion.

**Attachments:**

1. Proposed amendment to the Garfield Township Zoning Ordinance, including all changes as proposed when the public hearing was set by the Planning Commission at the December 9, 2020 meeting.

## SECTION 630 SIGNS

### G. Signs Permitted in C-P Planned Shopping Center Commercial Districts:

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:

- (c) Changing the sign face or the sign copy on a sign within an existing sign structure.
- (d) Repair of an existing sign.

- (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 public roadway entrance to the development; maximum of 100 square feet per sign.

- (3) Signs subject to Planning Commission approval.

- (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.
  - (b) The Planning Commission shall have the ability to modify any of the standards in Section 630.G.(2) provided all 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.
    - (i) The proposed sign(s) shall be designed as an integral part of the development and compatible with the overall design.
    - (ii) Any proposed sign shall be found by the Planning Commission to be appropriate in scale, bulk, and location relative to the site and shall be found to be compatible with surrounding land uses.

- (iii) 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.
  - (iv) For a wall sign, the building is set back greater than two hundred (200) feet from the centerline of the nearest roadway, or the wall to which the sign is attached is greater than five hundred (500) square feet, and the requested increase in wall sign area is not more than fifty (50) percent greater than that allowed in Section 630.G.(2).
  - (v) There are other unique circumstances or existing conditions on the site which warrant consideration by the Planning Commission.
- (4) The following signs are prohibited in the C-P district under any circumstances.
- (a) All signs described in §630.P
  - (b) Cabinet signs.
  - (c) Changeable copy signs and Billboard signs.
  - (d) Signs with exposed neon or other exposed lighting source (excepting "gooseneck" style downward illumination of non-internally illuminated signs).

#### **J. Planned Development Signs**

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:

- (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:

- (c) Changing the sign face or the sign copy on a sign within an existing sign structure.
- (d) Repair of an existing sign.

- (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 and Industrial 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.



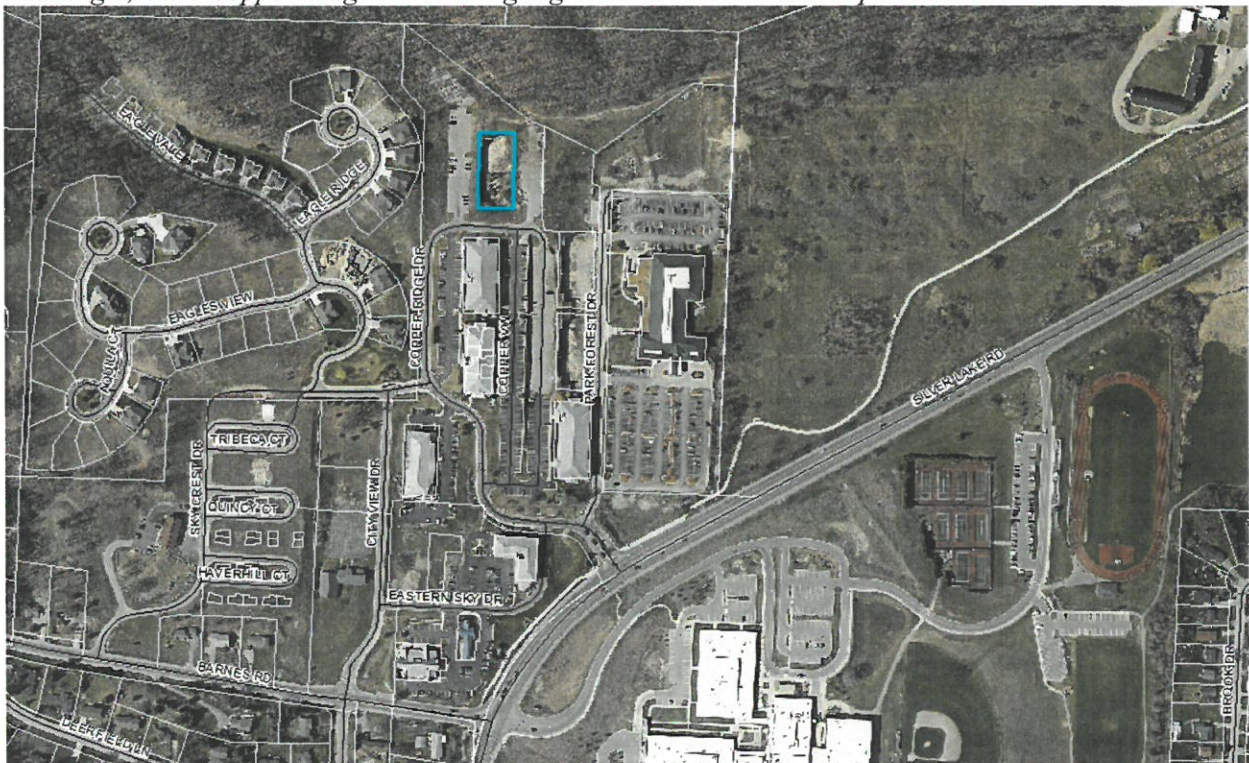
- (3) Signs subject to Planning Commission approval.
  - (a) Internal directional signs with a maximum of 6 square feet per sign. Such signs shall be placed at logical locations to facilitate traffic within the site. The location and quantity of internal directional signs shall be subject to Planning Commission approval and clearly indicated on an overall site plan.
  - (b) The Planning Commission shall have the ability to modify any of the standards in Section 630.J.(2) provided all 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.
    - (i) The proposed sign(s) shall be designed as an integral part of the development and compatible with the overall design.
    - (ii) Any proposed sign shall be found by the Planning Commission to be appropriate in scale, bulk, and location relative to the site and shall be found to be compatible with surrounding land uses.
    - (iii) 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.
    - (iv) For a wall sign, the building is set back greater than two hundred (200) feet from the centerline of the nearest roadway, or the wall to which the sign is attached is greater than five hundred (500) square feet, and the requested increase in wall sign area is not more than fifty (50) percent greater than that allowed in Section 630.J.(2).
    - (v) There are other unique circumstances or existing conditions on the site which warrant consideration by the Planning Commission.
- (4) The following signs are prohibited in Planned Developments under any circumstances.
  - (a) All signs described in §630.P
  - (b) Changeable copy signs and Billboard signs.
  - (c) Signs with exposed neon or other exposed lighting source (excepting "gooseneck" style downward illumination of non-internally illuminated signs).

 <b>Charter Township of Garfield</b> <b>Planning Department Report No. 2021-8</b>			
Prepared:	January 6, 2021	Pages:	2
Meeting:	January 13, 2021	Attachments:	<input checked="" type="checkbox"/>
Subject:	Copper Ridge PUD – Building 7 (Novello) Sign Review		
File No.	SUP 2000-08-K	Parcels No.	05-096-007-00
Applicant:	Copper Ridge Opportunity (Novello)		
Agent:	Signplicity – Simon Wolf		

**PURPOSE OF APPLICATION:**

Copper Ridge Opportunity (Novello) is constructing a new medical office building (Building 7) located at 4290 Copper Ridge Drive in the Copper Ridge Planned Unit Development (PUD). As part of its construction, the applicant is proposing a wall sign to be located on the east side of the building. See attached rendering.

*Building 7, 4290 Copper Ridge Drive is highlighted in blue in the aerial photo below:*



Section 630(J) of the Zoning Ordinance regulates signs permitted within a Planned Unit Development. Within such developments, the following signs may be permitted:

- 1) Signs allowed as by right. The greater of:
  - a) All signs permitted by the underlying zoning district, and subject to the same limitations thereof.
  - b) Freestanding signs.

i) One (1) development sign of not more than 40 (forty) square feet in sign face area per development entry.

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.

**PROPOSED SIGN:**

The applicant has provided a rendering for a 40-square-foot sign. However, the applicant is requesting a 50% increase in the square footage of the sign as permitted in Section 630.J(3). Such request equates to a 60-square-foot sign. Before any action can be taken by the Planning Commission on a sign increase, a public hearing must be held.

**ACTION REQUESTED:**

The item is placed on tonight's agenda to introduce the sign application and consider scheduling it for public hearing at the Planning Commission Regular Meeting on February 10, 2021. If following discussion, the Planning Commission is prepared to schedule the application for a public hearing, then the following motion is suggested:

MOTION THAT application SUP 2000-08-K BE SCHEDULED for public hearing for the February 10, 2021 Planning Commission Regular Meeting.

Additional information deemed necessary by the Planning Commission should be added to the motion.

**Attachments:**

1. Application from Signplicity dated December 28, 2020
2. Layout from Signplicity for 40-square-foot sign



# Charter Township of Garfield

## Grand Traverse County

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

### APPLICATION FOR PUD SIGN APPROVAL

This application must be typed or printed in ink and completed in full. An incomplete or improperly prepared application will not be accepted and will result in processing delays.

#### A. APPLICANT INFORMATION

Name of Applicant: COPPER RIDGE OPPORTUNITY (NOVELLO)

Address: 4290 COPPER RIDGE DR

Phone: 231-642-7090 E-mail: NATHANMARCH@CHARTERMI.NET

Name of Agent: SIGNPLICITY

Address: 1855 M37 TC MI 49685

Phone: 231-943-3800 E-mail: SMON@SIGNPLICITY.COM

Name of Owner: SAME AS APPLICANT

Address: 42 N W SILVER LAKE RD TC MI 49685

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Please specify to whom all communications should be sent: Applicant  Agent  Owner

#### B. LOCATION/LEGAL DESCRIPTION OF SUBJECT PARCEL

Tax Parcel ID Number(s): \_\_\_\_\_

PUD Name: COPPER RIDGE

Parcel Address: 4290 COPPER RIDGE DR.

Legal Description (attach separately if necessary):

Current Zoning: PUD

Current Use: PUD

List all signs currently located within the PUD, including type, sign face area, illumination, height, and location.

N/A

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### C. STANDARDS OF APPROVAL

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:

- a. Residential Uses:
  - i. For single family detached and semi-detached dwelling uses, all signs permitted in the R-1A, R-1B and R-1C Residential Districts and subject to the same limitations required for those districts.
  - ii. For any other residential use, all signs permitted in any residential district and subject to the same limitations required for those districts.
- b. Commercial and Office Uses:

All signs permitted in the underlying zoning district, and subject to the same limitations required for those districts.
- c. The Planning Commission shall have the authority to increase the maximum sign standards permitted under subsections a and/or b above, subject to the limits of the maximum sign standards of the R-1A, R-1B and R-1C Residential Districts for residential uses and the C-1, C-1-O, C-2 and C-3 Commercial Districts for commercial or office uses, based upon appropriate findings of fact demonstrating that:
  - i. The maximum sign standards of the underlying zoning district do not provide for the reasonable use of the parcel as provided for within the planned unit development.
  - ii. 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.
  - iii. 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.
- d. The Planning Commission shall have the authority to increase the maximum sign standards permitted under subsection c above, based upon appropriate findings of fact as required in that subsection. For all signs approved under this subsection, the standards of Section 8.10 shall be complied with, including the requirement for a public hearing but excepting the requirement of Township Board approval.

Please explain how the request relates to each of the applicable standards of approval (if additional space is required, please attach a separate sheet):

THE SIGN WE ARE REQUESTING MEETS ALL OF THE STANDARDS.  
WE ARE SUBMITTING A 40 SQFT SIGN. WE WOULD LIKE  
YOU TO CONSIDER GRANTING A 50% INCREASE UP TO 60 SQFT.

## D. SUPPORTING MATERIAL TO BE SUBMITTED BY APPLICANT

In order for your application to be considered complete, twelve (12) copies of the proposal must be submitted drawn to scale, as part of the application, which shows:

### For Ground/Freestanding Signs:

1. Detailed drawings of proposed and existing sign(s), including measurements of overall height and sign face area, method of illumination, changeable copy sign faces, location of proposed and existing ground signs on site, and location of proposed and existing walls signs relative to building elevation drawings.
2. Any existing signs and lighting facilities and their location.
3. A description of the nature and intent of the proposed sign(s).
4. The scale of the drawing and a north arrow.
5. Boundaries and dimensions of the subject lands.
6. The legal description of the subject lands.
7. The name and location of any adjacent highway, street, alley or railway.
8. Current uses of land that is adjacent to the subject land.
9. Any additional information deemed by the Township to be necessary for proper review of the request.

### For Wall Signs:

1. Detailed drawings of proposed and existing sign(s), including measurements of overall height and sign face area, method of illumination, changeable copy sign faces, location of proposed and existing ground signs on site, and location of proposed and existing walls signs relative to building elevation drawings.
2. A description of the nature and intent of the proposed sign(s).
3. The scale of the drawing .
4. Any additional information deemed by the Township to be necessary for proper review of the request.

## E. OTHER INFORMATION

If there is any other information that you think may be useful in the review of this application, please attach it to this application or explain it on a separate page.

## F. OWNER'S AUTHORIZATION

If the applicant is not the registered owner of the lands that is the subject of this application, the owner must complete the authorization set out below.

I/We COPPER RIDGE OPPORTUNITY / NATHAN MARSH am/are the registered owner(s) of the lands that is the subject of this application for a PUD sign amendment.

I/We authorize SIGNPLICITY to make this application on my/our behalf and to provide any of my/our personal information necessary for the processing of this application. Moreover, this shall be your good and sufficient authorization for so doing.



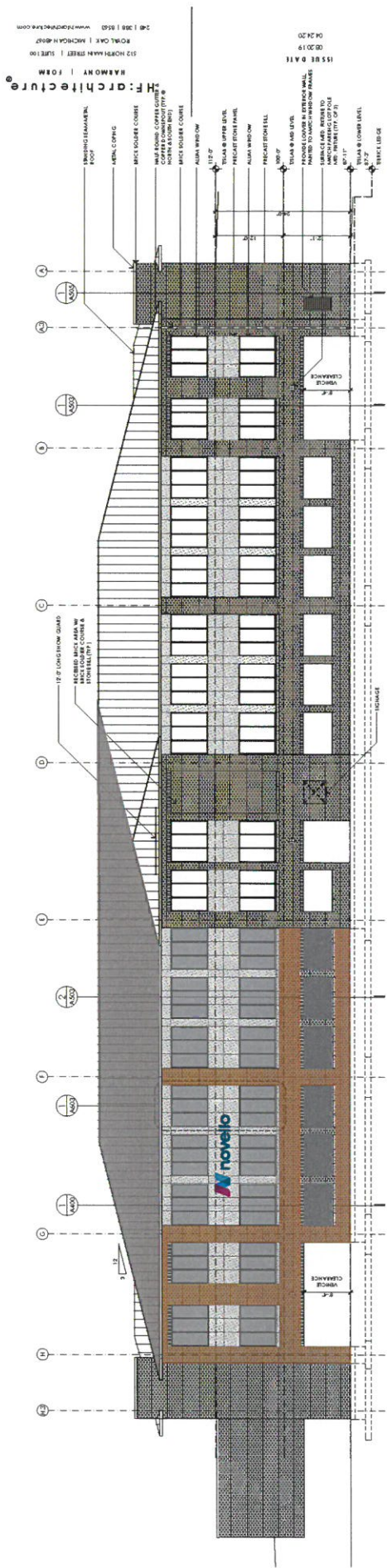
12/28/20

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date



**EAST ELEVATION**  
SCALE: 1/8" = 1'-0"

LED remote face and halo lit channel letters {39,975 SQFT}




**Approval Signature:** \_\_\_\_\_  
 I, \_\_\_\_\_, certify that I am the owner of the property and hereby approve the design and layout shown on this page. This drawing is just a visual representation of what your final product will look and is not an exact representation of what you will receive.


 a sign of creativity  
 sign systems

1555 M37 Traverse City, MI 49685 | 231.943.3800 | [www.signplicity.com](http://www.signplicity.com)



 <b>Charter Township of Garfield</b> <b>Planning Department Report No. 2021-7</b>			
Prepared:	January 6, 2021	Pages:	20
Meeting:	January 13, 2021 Planning Commission	Attachments:	<input checked="" type="checkbox"/>
Subject:	BATA Headquarters Transit-Oriented Mixed-Use Development PUD – Introduction		
Applicant:	Bay Area Transportation Authority (BATA) – Kelly Dunham, Executive Director		
Owner:	LaFranier Trust Properties, Dixie Roethlisberger		
File No.	PUD 2020-02		
Parcel No.	05-023-042-01 (part) and 05-023-042-30		

**SUBJECT SITE:**

- Northeast corner of LaFranier Road and Hammond Road
  - The address for 05-023-042-01 is 2051 N. Garfield Road
  - There is no address for 05-023-042-30
- 53.2 acres in area (portion of a 77.1-acre site)
- Currently undeveloped land
- Zoning District – A-Agricultural
- Master Plan – High Density Residential

*Aerial image of the subject site (parcel lines highlighted in blue, proposed project site highlighted in red):*





**BACKGROUND:**

Pursuant to §410 and at the request of an applicant, the Planning Commission may conduct a conceptual plan review to identify potential issues and concerns that should be addressed prior to formal review of any application requiring Planning Commission review and approval. Conceptual plan review shall not constitute an approval of the application, nor shall statements by the Planning Commission, Township Staff and/or Township consultants be construed as a position regarding the merits of the application.

On January 8, 2020, the Bay Area Transportation Authority (BATA) requested a conceptual review by the Planning Commission for a proposed transit headquarters, storage and maintenance facility, multi-family residential housing complex and a transfer station at the northeast corner of the subject parcel (05-023-042-01). Commissioners were concerned about the impact of traffic, fueling and fuel storage, noise impact on adjacent neighbors, impact on the wetlands, and the proximity of industrial activities close to residential neighborhoods. Commissioners encouraged BATA to look at the southeast corner of the parcel near the intersection of Garfield and Hammond Roads.

On February 12, 2020, BATA returned with a revised conceptual plan and requested review by the Planning Commission. In this concept, parcel 05-023-042-30 was incorporated into the plan and the proposed transit headquarters, storage and maintenance facility were relocated to the southwest corner of the parcel near the intersection of LaFranier and Hammond Roads. The multi-family residential housing and transfer station were to remain at the northeast corner of parcel 05-023-042-01. Planning Commissioners were more amenable to this concept but had reservations regarding vehicular access and protection of the wetlands.

On December 10, 2020, BATA submitted their application for a Planned Unit Development (PUD) on the subject site. On December 16, 2020, after review, the Planning Director issued a completeness letter to the applicant’s agent in accordance with §403. On December 28, 2020, the applicant responded to the completeness letter with enough information to initiate review of the application.

**PURPOSE OF APPLICATION:**

The application is a joint application from the Bay Area Transportation Authority (BATA) and the Traverse City Housing Commission (TCHC). It proposes a Planned Unit Development (PUD) for a transit-oriented, mixed use development that includes the following uses and structures:

<b>Use/Structure</b>	<b>Developer</b>
250 multi-family residential units in five 3-story buildings	TCHC
15 single-family residential lots	TCHC
<i>Total: 265 residential units</i>	
56,000-square-foot bus storage garage	BATA
16,000-square-foot bus maintenance facility	BATA
12,000-square-foot administration and dispatch building	BATA
<i>Total: 84,000 square feet</i>	
<i>Possible Future Additions: 26,875 square feet</i>	
<i>Total Possible Buildout: 110,875 square feet</i>	
Transfer station with three 300-square-foot shelters	BATA
400-square-foot bathroom facility	BATA
4,000-square-foot childcare center	Not identified
2,500-square-foot café	Not identified

The applicant is requesting approval via the PUD process as it allows for certain flexibility in development of the site.

**PROCEDURE:**

PUD applications shall be reviewed in a two-step process in accordance with §426.B Preliminary Review and Decision and with §426.C Final Review and Decision.

Preliminary review shall establish proposed land uses, project density, site layout and design, proposed vehicular and pedestrian circulation patterns, natural resource protection areas, open space, land use buffers, grading, storm water management patterns, and site servicing. Final engineering is not required for preliminary review and decision.

The Planning Commission shall hold a public hearing on the PUD application. Following review and public hearing on the application, the Planning Commission shall make a preliminary recommendation to the Township Board on whether to approve or deny the request for preliminary PUD approval. Preliminary recommendation of a PUD shall specify all conditions that must be satisfied prior to submission of the PUD under §426.C Final Review and Decision.

Upon receipt of the Planning Commission's recommendation, the Township Board may hold a public hearing on the application for preliminary PUD approval and may specify additional conditions or requirements that shall be satisfied prior to submission of the PUD under §426.C Final Review and Decision. Preliminary plans may not be changed or amended except as required by final engineering. Final review shall address all conditions imposed by the Planning Commission and/or Township Board in the preliminary decision on the planned unit development. Applications for final review and decision shall not be considered until all conditions have been addressed.

**FUTURE LAND USE:**

The subject site is designated as High Density Residential by the current Future Land Use map in the Township Master Plan with a planned density of 6 to 10 units per acre. This designation provides areas for medium- to high-density single- and two-family residential dwelling units mixed with a variety of multi-family residential dwelling types, including apartments where adequate public facilities and services exist with capacity to serve such development. The districts are composed mainly of areas containing an existing mix of these dwelling types, as well as areas within which such development appears likely and desirable. They are intended to encourage more intensive development in and near core areas of the Township. Design should encourage a neighborhood environment for family life and include uses such as schools, places of worship, and parks that will promote a sense of community, urban vitality, and the efficient provision of infrastructure. Zoning district regulations should allow for market and design flexibility, while preserving neighborhood character and permitting applicants to cluster development to preserve environmentally sensitive natural land areas.

Significant wetlands are located on the site and include a branch of Mitchell Creek traversing west to east across the site. This portion of the site is designed as Agricultural/Rural Land due to the limitations for development and to identify its importance in being protected.

A breakdown of the neighboring future land uses designations and existing land use is as follows:

- Land to the north that fronts LaFranier Road is designated as High Density Residential. This area is the location of the approved Village of LaFranier Woods PUD and a proposed church site. Land to the north that fronts Garfield Road is designated Low Density Residential and is occupied by the Carriage Hill subdivision.
- Land to the east across Garfield Road is designated High Density Residential and is occupied by the Hammond Place Condominiums.
- Land to the south across Hammond Road is designated as Industrial and is developed as the Hammond Commerce Centre.

- Land to the west across LaFranier Road is designated as High Density Residential. This area includes the Ridge 45 apartment complex and undeveloped land.

**ZONING:**

The subject site is currently zoned as A-Agricultural, which provides areas for agricultural operations and low intensity land uses. However, higher intensity uses may be permitted by Special Use Permit including Institutional Uses and Structures. While Child Care Centers are not permitted, the Township is undergoing a Zoning Ordinance amendment process to allow for Child Care Centers in the A-Agricultural district as a use permitted by Special Use Permit. Surrounding zoning is as follows:

- Land to the north that fronts LaFranier Road is zoned A-Agricultural. Land to the north that fronts Garfield Road is zoned R-1 One-Family Residential.
- Land to the east across Garfield Road is zoned R-3 Multi-Family Residential.
- Land to the south across Hammond Road is zoned I-G General Industrial.
- Land to the west across LaFranier Road is zoned R-3 Multi-Family Residential.

**PUD ELIGIBILITY:**

Eligibility for a PUD is determined by §426.A of the Zoning Ordinance. Staff has reviewed the application in accordance with the criteria and offers the following analysis:

***(1) Generally***

*An application for a planned unit development may be submitted on any parcel or contiguous parcels within the Township where the site meets one (1) or more of the following criteria:*

*(a) Mixed or varied uses are proposed that cannot be achieved under a single zoning district*

The application proposes residential, industrial/institutional, and commercial as the mix of uses for the site including TCHC residential housing buildings, BATA headquarters building and bus maintenance and storage facility, a transfer station, a driver’s restroom building, a childcare center, and a café. Collectively, these uses create a transit-oriented mixed-use development, which is a type of urban development that includes residential, business, and other uses within walking distance of public transport, such as a central transit stop. It aims to increase public transport ridership by reducing the use of private cars and by promoting sustainable urban growth.

*(b) The site exhibits unusual topography or a unique setting within the community*

The site possesses natural features including extensive forested and open wetlands which cover approximately one-third of the land area. These natural features may be preserved and offer an opportunity to provide an aesthetic and recreational asset to the overall development.

*(c) Innovation and variety of design are proposed that are not achievable under the current zoning districts of this ordinance*

The proposed transit-oriented design of the development presents an innovative and unique approach for this community. A goal of the overall development is to have the residents live next to a bus transfer station and take public transit to work or to other day-to-day destinations.

*(d) Additional amenities are made possible by and incorporated within the development*

Additional proposed amenities are a childcare center which may conveniently serve working family households in the development and surrounding residential, a village green and access to natural open space provide recreation opportunities, and a café offers a neighborhood gathering space.

*(e) A substantial public benefit is proposed within or as a result of the project*

A substantial public benefit may be realized by the improved operations of BATA as the regional transit provider and the inclusion of a bus transfer station in a neighborhood with several residential uses within walking distance.

*(f) A cross-jurisdictional development is proposed that warrants flexibility in terms of design and layout.*

This criterion does not apply to the proposed development.

*Approval will not be granted when the planned unit development is determined to be sought primarily to avoid the imposition of standards and requirements of existing zoning classifications rather than to achieve the objectives of this ordinance.*

The purpose of the Planned Unit Development section of the Zoning Ordinance is to provide “for planned unit developments to further the health, safety, and general welfare of Township residents by permitting the Township flexibility in the regulation of land development and encouraging innovation and variety in land use and design of projects. The standards of this section are intended to encourage and provide for a more efficient arrangement of land uses, buildings, circulation systems, and infrastructure.”

The application proposes a transit-oriented mixed-use development with complimentary uses configured in a cohesive manner with community benefits beyond its boundaries. Transit-oriented development offers the possibility for innovation and variety in land use and design of projects, which would help to achieve the objectives of this Ordinance. Provided this cohesive design is maintained, Staff is of the opinion that this PUD is not being sought primarily to avoid the imposition of standards and requirements of existing zoning classifications, and thus the Planning Commission may consider and review this application.

**(2) Minimum Site Size**

*The site on which an application for planned unit development is proposed shall be self-contained and shall contain no less than twenty (20) contiguous acres (exclusive of all existing public and private road rights-of-way on the perimeter of the site).*

This PUD is proposed for a 53.2-acre portion of a 77.1-acre site.

**(3) Site Accessibility**

*A planned unit development shall be directly accessible from major thoroughfares as designated on the Major Thoroughfare Plan for the Township. The Township may authorize a project that does not have direct access to a major thoroughfare, provided appropriate findings of fact are made demonstrating that:*

- (a) *The project is directly accessible from a public road of suitable design and construction to handle any anticipated traffic that will be generated by the project*

The proposed PUD is proposed to have access from LaFranier and Hammond Roads. LaFranier Road is a three-lane road while Hammond Road is a five-lane road. The intersection of LaFranier and Hammond Road is a signalized intersection including lighted left turn arrows. This intersection is planned for a future roundabout by the Grand Traverse County Road Commission.

The current Thoroughfare Plan in the Township Master Plan does not define or use “major thoroughfare” as a term but designates Hammond Road as a Minor Arterial and LaFranier Road as a Minor Collector. The Zoning Ordinance defines major thoroughfare as providing an arterial route for through traffic and which has been classified as such in the Master Plan. Hammond Road is thus considered a major thoroughfare but not LaFranier Road. A proposed Zoning Ordinance amendment recently reviewed by the Planning Commission would amend the definition of major thoroughfare to include both arterial roads and collector roads, and thus LaFranier Road would then be considered a major thoroughfare.

- (b) *The anticipated traffic volumes are not reasonably expected to result in adverse impacts for those uses and properties along the public road system; and*

As noted further in this report, Staff recommends that the Planning Commission require a traffic impact study to review the impact of the proposed PUD on traffic in the area. LaFranier Road has three lanes of traffic (one for each direction and a center turn lane) and Hammond Road has five lanes of traffic (two for each direction and a center turn lane) for most of the surrounding area.

- (c) *The efficiency and safety of the overall public road system will not be negatively impacted.*

Review of a traffic impact study and input from relevant stakeholders will help determine if this standard can be met.

**(4) Open Space**

*A Planned Unit Development shall be designed to incorporate a minimum of 20% useable open space to supplement the residents of the PUD and/or Garfield Township. These areas are anticipated to provide recreational opportunities such as parks, trails, playgrounds, and other similar opportunities.*

The site plan shows areas and calculations of open space. Except for the proposed park and trail connection from the Residential phase area to the Transit phase area, the site plan lacks “useable” open space or open space that is accessible. The Transit phase area does not provide any “useable” open space. These open space areas could be improved by providing access via trails or incorporate recreational amenities. The site plan needs to address the land area east of the underground gas transmission line.

Based on the above analysis, Staff is of the opinion that this PUD application meets the PUD eligibility requirements of the Zoning Ordinance and therefore may be considered and reviewed by the Planning Commission.

**REVIEW AND APPROVAL CRITERIA:**

In its review of [a PUD] application the Township shall, at a minimum, consider the criteria as defined in §426.E(1) Scope of Authority – Uses through §426.E(4) Criteria.

***(1) Scope of Authority - Uses***

*A planned unit development may include any principal and other use(s) permitted by right, permitted under special condition or permitted by special use permit in the zoning district where the land is located. The Township Board may also authorize principal and other uses not permitted in the zoning district where the land is located, provided appropriate findings of fact are made demonstrating that:*

- (a) The proposed uses, within the context of the overall development plan, are harmonious and compatible with the planned uses of the site and the surrounding area, as provided for within the master plan*

The proposed uses include a mix of residential, industrial/institutional, and commercial including the multi-family residential housing units, the BATA headquarters building, bus maintenance garage, storage facility, transfer station, driver’s restroom building, childcare center, and café.

The current zoning of the site is A-Agricultural, and the Future Land Use designation is High-Density Residential, 6-10 units per acre. Multi-family residential housing is not permitted in the A-Agricultural district but is permitted in the R-3 Multi-Family Residential district, which the most compatible zoning district to the Future Land Use designation of High-Density Residential. From the Master Plan description for the High-Density Residential designation: “This designation provides areas for medium- to high-density single- and two-family residential dwelling units mixed with a variety of multi-family residential dwelling types, including apartments where adequate public facilities and services exist with capacity to serve such development.”

The BATA headquarters building, the bus maintenance garage, and storage facility all include elements of office, institutional, and industrial uses. Institutional Uses and Structures are permitted by Special Use Permit in the A-Agricultural district. Across Hammond Road, the zoning is I-G General Industrial. The bus maintenance garage is the most industrial use proposed and it would face these sites zoned as I-G on the other side of Hammond Road.

The transfer station and the driver’s restroom building also include some elements of institutional uses. The childcare center is not currently permitted in the A-Agricultural district, but as stated previously the Township is currently considering an amendment to the Zoning Ordinance which would permit Child Care Centers in the A-Agricultural district by the Special Use Permit process. Cafés or restaurants are not permitted in the A-Agricultural district, but the café as proposed would function as complementary to the housing and transfer station and help reinforce the concept of transit-oriented development as described in this proposal.

Overall, the complete proposal presents a mix of uses which are complementary with one another, compatible with surrounding existing and planned development, and may be considered as an opportunity for innovative transit-oriented development which is not achievable under any single zoning district.

- (b) *The proposed density is in accordance with the policies and objectives set out in the master plan; and*

The application indicates that there will be 265 residential units, however the site plan does not show the total number of units. All the residential units are shown to be part of the “Residential Phase” portion which is approximately 31.7 gross acres including approximately 11.2 acres of wetlands, resulting in 20.5 buildable acres.

The proposed density is 12.9 units per buildable acre and 8.4 units per gross acre. The Future Land Use designation for the site is High-Density Residential at 6-10 units per acre. The Master Plan description for the High-Density Residential Future Land Use designation states that: “Zoning district regulations should allow for market and design flexibility, while preserving the neighborhood character and permitting applicants to cluster development in order to preserve environmentally sensitive and natural land areas.” The PUD process allows this flexibility and allows the Planning Commission to consider the impact of this proposed development on neighborhood character, the environment, and other factors.

- (c) *In areas where the surrounding lands have been substantially developed in accordance with a particular land use character, pattern and density, the planned unit development shall be consistent and compatible with that existing land use character, pattern and density.*

The proposed uses in this application would be developed in accordance with the land use character of the neighborhood. North of the project site is the approved Village at LaFranier Woods PUD senior living complex and the site of a proposed church. South of the project site is the Hammond Commerce Center industrial park. The proposed uses in this application offer the opportunity for a cohesive development that provides a transition to the uses on adjacent sites.

Location	Uses	Type of Uses
North of project site	Village at LaFranier Woods PUD (approved); proposed church	High-Density Residential; Institutional
Project site (northern portion)	Residential: high-density and single-family mix, transfer station, daycare center, café	High-Density Residential; Single-Family Residential; Institutional; Commercial
Project site (southern portion)	BATA headquarters and maintenance / storage	Institutional / Industrial
South of project site	Hammond Commerce Center industrial park	Industrial

**(2) Scope of Authority – Dimensional Standards**

*A planned unit development may alter and establish lot size limits, required facilities, buffers, open space areas, density limits, setback requirements, height limits, building size limits, offstreet parking regulations, landscaping rules, miscellaneous regulations, and intensity limits where such regulations or changes are consistent with the intent of this § and the standards set forth herein.*

The Planning Commission may consider adjusting dimensional standards with sufficient findings of fact in accordance with this section, but otherwise the applicant must adhere to all dimensional standards. Given the extensive wetlands on the site, the applicant should ensure that their project meets the wetland setbacks described in §534.B.

**(3) Objectives**

*The following objectives shall be considered in reviewing any application for a planned unit development:*

*(a) To permit flexibility in the regulation of land development*

The project proposes a mix of uses which are not achievable under any single zoning district and which may be considered using the flexibility in regulation offered by the PUD process.

*(b) To encourage innovation in land use and variety in design, layout, and type of structures constructed*

The proposed project provides an opportunity for transit-oriented development which would be an innovative land use in the Township with a unique design and layout.

*(c) To achieve economy and efficiency in the use of land, natural resources, energy, and the providing of public services and utilities*

The transit-oriented development approach offers the possibility to locate people and services near a transit hub, allowing for access to other places throughout the region and encouraging efficiency in land use and the provision of public transit service.

*(d) To encourage useful open space; to provide improved housing, employment, and shopping opportunities particularly suited to the needs of the Grand Traverse Region*

Except for the proposed park and trail connection from the Residential phase area to the Transit phase area, the site plan lacks “useable” open space or open space that is accessible. The Transit phase area does not provide any “useable” open space. Additional access to open space should be depicted on the site plan and would help to achieve this objective. The housing component and the transit-orient development approach offer the potential to provide improved housing and access to other opportunities throughout the Grand Traverse region.

*(e) To encourage the innovative use, re-use, and improvement of existing sites and buildings; and*

The proposed project provides an opportunity for transit-oriented development which encourages the innovative use of sites.

*(f) To permit development in accordance with the policies and objectives of the Charter Township of Garfield Master Plan.*

The complete proposal presents an overall mix of uses which are complementary with one another, compatible with surrounding existing and planned development, and may be considered as an opportunity for innovative transit-oriented development which is not achievable under any single zoning district. The Township Master Plan also includes several implementation objectives for housing which may be advanced by this project, including:



- “Continue to implement zoning incentives such as density bonuses to encourage the development community to include particular housing types in high demand in the Township, such as single-bedroom apartment units and accessible housing options for seniors and individuals with disabilities.”
- “Continue to use the Township’s Zoning Ordinance to encourage a wide variety of housing types and densities, as well as the mixing of residential uses with commercial and light-industrial uses where compatible.”
- “Continue to incorporate subsidized units in developments via state and federally administered programs.”

**(4) Criteria**

*In order to foster the attractiveness of a planned unit development and its surrounding neighborhoods, preserve property values, provide an efficient road and utility network, ensure the movement of traffic, implement comprehensive planning, and better serve the public health, safety, and general welfare, the following criteria apply to planned unit developments. These criteria shall neither be regarded as inflexible requirements, nor are they intended to discourage creativity or innovation.*

These criteria will be used to form the basis of the Findings of Fact for this project. The following are comments on how the application as currently presented meets these criteria.

- (a) The uses will be compatible with the natural environment, and with adjacent and surrounding land uses and properties, and will not have an adverse economic, social or environmental impact on adjacent and surrounding land uses and properties*

The Zoning Ordinance requires setbacks from wetland areas to help protect the natural environment. The applicant needs to have their wetland delineation certified to ensure that this criterion is met. It is especially important that the activities associated with the bus maintenance, including repair and fuel storage, do not negatively impact the surrounding sensitive natural environment.

The overall project includes a mix of uses which are otherwise generally compatible with the adjacent and surrounding land uses and are not anticipated to have negative economic or social impacts.

- (b) The uses will be compatible with the capacity of existing public services and facilities, or of planned and feasible future public services and facilities, and such use is consistent with the public health, safety and welfare of the Township residents*

The site sits at a low point relative to surrounding land. Initial comments from the Township Engineer on stormwater, the water system, and the sewer system have been provided below under Infrastructure.

- (c) The uses and development are warranted by the design of additional amenities made possible with, and incorporated by, the development proposal*

There are several different uses proposed in this application, including the bus transfer station and daycare center which provide public benefits. Proposed amenities include open space areas and sidewalks. As stated previously, additional access to open space should be depicted on the site plan.

- (d) *Insofar as practicable, the landscape shall be preserved in its natural state by minimizing tree and soil disturbance and removal*

No development is shown for the northeast corner of the site, but it is unclear how this portion of the site would be used. If this portion is to remain undeveloped, the site plan should show this and indicate any improvements (e.g., trails) on this part of the site.

- (e) *Existing important natural, historical and architectural features within the development shall be preserved*

The wetland delineation for the site needs to be certified to ensure that the wetland setback requirements are met to help preserve these important natural features. There are no known historical or architectural features on the site.

- (f) *Proposed buildings shall be sited harmoniously to the terrain and to other buildings in the vicinity that have a visual relationship to the proposed buildings*

The BATA headquarters and bus maintenance facilities will be on the southern portion of the site facing Hammond Road and the industrial park on the other side of the road. The residential buildings and daycare center on the northern portion of the site will be designed around a central open space in a design harmonious with one another.

- (g) *With respect to vehicular and pedestrian circulation and parking, special attention shall be given to the location and number of access points to public streets, minimizing potential motorized/non-motorized conflict points, width of interior drives and access points, general interior circulation, separation of pedestrian and vehicular traffic, and the arrangement of parking areas that are safe and convenient and, insofar as is practicable, do not detract from the design of proposed structures and neighboring properties*

The Zoning Ordinance allows for one access drive from the parent parcel to Hammond Road and two access drives from the parent parcel to LaFranier Road, on either side of the wetlands. For the Transit phase, the site plan shows the BATA headquarters will be accessed from LaFranier Road and the bus storage and maintenance facility will be accessed from Hammond Road. The Grand Traverse County Road Commission has indicated a potential issue with the southern access drive to LaFranier Road based on how close it is to the intersection of Hammond Road and LaFranier Road.

The site plan proposes sidewalks along LaFranier Road and Hammond Road as well as internally within both phases of the development. There do not appear to be major conflict points between motorized and non-motorized traffic. However, the utility of the proposed sidewalk system should be strengthened with additional connectivity, especially with non-motorized connections between the two phases as possible, from the BATA headquarters directly to the proposed LaFranier Road and Hammond Road sidewalks, and from the bus transfer station directly to the proposed LaFranier Road sidewalk.

- (h) *Landscaping is provided to ensure that proposed uses will be adequately buffered from one another and from surrounding public and private property and, where applicable, to create a pleasant pedestrian scale outdoor environment*

The site plan includes the proposed landscaping for the Transit phase, but there is no landscaping shown for the Residential phase of the project.

- (i) *The development consolidates and maximizes useable open space*

Except for the proposed park and trail connection from the Residential phase area to the Transit phase area, the site plan lacks “useable” open space or open space that is accessible. The Transit phase area does not provide any “useable” open space. Additional access to open space should be depicted on the site plan. This would include a combination of useable open space within the Transit phase portion and non-motorized connections between the Transit phase and the open space in the Residential phase.

- (j) *The benefits of the development are not achievable under any single zoning classification; and*

The proposal may be considered as an opportunity for innovative transit-oriented development which is not achievable under any single zoning district.

- (k) *The development is compatible with the intent and purpose of the adopted master plan.*

The complete proposal presents an overall mix of uses which are complementary with one another and are compatible with the surrounding existing and planned development. The adopted Master Plan also includes several implementation objectives for housing which may be advanced by this project.

**PHASING:**

Based on information provided in the application, phasing of the project is depicted as follows:

<b>Residential Phase</b>	<b>Developer</b>
250 multi-family residential units in five 3-story buildings	TCHC
15 single-family residential lots	TCHC
4,000-square-foot childcare center	Not identified
2,500-square-foot café	Not identified
<b>Transit Phase</b>	<b>Developer</b>
56,000-square-foot bus storage garage	BATA
16,000-square-foot bus maintenance facility	BATA
12,000-square-foot administration and dispatch building	BATA
Transfer station with three 300-square-foot shelters	BATA

The application notes that the project phases will be developed concurrently. However, the application further describes construction of the project phases to commence for the Transit phase by BATA in Spring 2021 and may commence for the Residential phase by TCHC in 2022.

While there is a planned partnership between TCHC and BATA to develop the PUD, it is unclear that the timing of the phases will coincide in a way that ensures the development is cohesive and meets the requirements of the Ordinance and the criteria of the Master Plan. In its review of an application the Township shall, at a minimum, consider the criteria as defined in §426.G Phased Planned Developments.

*Where a planned development is proposed for development in phases, a phasing plan that provides for the timely and integrated development of all proposed uses, infrastructure and other*

*improvements shall be submitted. Before approving the planned development phasing plan, the Township shall determine that:*

- (1) *Each phase shall contain all necessary infrastructure, improvements and uses necessary for each phase to be self-contained*

As proposed, the Residential and Transit phases comprise of most of the infrastructure, improvements, and uses for each phase to be self-contained. However, a landscaping plan and a lighting plan are not provided for the Residential phase.

- (2) *Upon completion, each phase shall contain the necessary components to ensure protection of natural resources and the health, safety, and welfare of the users of the project and the residents of the surrounding area*

It would help to have both the Residential and Transit phases identify a legal mechanism (conservation easement, etc.) to protect the wetland and upland areas from being developed. Furthermore, the land east of the underground gas transmission pipeline should be identified for any future use and if there will be any motorized or non-motorized access from Garfield Road.

- (3) *Each phase shall be designed to provide, at a minimum, a proportional share of open space, infrastructure improvements, public benefits, and mix of proposed land uses as determined necessary by the Township to recognize the public benefits upon which approval of the planned development is based. Where open space is required, the Planning Commission may permit such open space to be placed wholly within a particular phase of the development to encourage the dedication of useable tracts of open space. In the event that the proposed open space will be within a later phase, a performance guarantee may be required to ensure its future construction and accessibility*

As proposed, both phases have a proportional share of open space and infrastructure, but do not provide a mix of land uses. Should the Transit phase be developed without any uses within the Residential phase, the project may not be considered congruent to the Master Plan.

Both the Residential and Transit phases identify open space. However, §426.A(4) requires useable open space which is defined as areas to provide recreational opportunities such as parks, trails, playgrounds, and other similar opportunities. Except for the proposed park and trail connection from the Residential phase area to the Transit phase area, the site plan lacks “useable” open space or open space that is accessible. The Transit phase area does not provide any “useable” open space. These open space areas could be improved by providing access via trails or incorporating recreational amenities.

- (4) *Provisions for each phase, satisfactory to the Township, have been made to provide for the financing of any improvements shown on the planned development for open spaces and common areas which are to be provided by the applicant; and*

The application does not indicate any assurances for the open space and common areas.

- (5) *The cost of installing all streets and necessary utilities has been assured for each phase by a means satisfactory to the Township.*

The application does not indicate any assurances for installing the streets and necessary utilities.

*The Township shall make appropriate findings of fact to substantiate the need for any required changes to the applicant's proposed phasing plan.*

Based on the above findings, further consideration should be made regarding the phasing of the PUD and the site plan needs to incorporate greater access and/or amenities for use of the open space.

**ENVIRONMENTAL ASSESSMENT:**

The site has a history of agricultural operations, including an orchard. A Phase I Environmental Site Assessment (ESA) was prepared for the site for the applicant by Otwell Mawby, P.C. The conclusion of the Otwell Mawby report dated July 2020 states that recognized environmental conditions include the potential for environmental impact from the use of agrochemicals for the agricultural operations, the presence of stockpiled undocumented fill soils, and the presence of dumped refuse. Response to the existing environmental conditions has not been provided.

**ACCESS:**

§512 addresses access management for the proposed PUD. Generally, the proposed number and locations of the driveways meet the requirements of the Ordinance. A joint driveway off LaFranier Road is strongly recommended and has been provided between the proposed PUD and a proposed church located immediately north of the subject site. A driveway connection to the north is shown on the PUD site plan approximately 340 feet from LaFranier Road. This location may have to be adjusted to fit both the PUD site plan and the proposed church site plan. Furthermore, the joint driveway shall be located opposite the existing driveway on the west side of LaFranier Road for the Ridge45 apartment complex to accommodate safe vehicular turning movements.

Proposed or future motorized (and non-motorized) access to Garfield Road must be addressed. Most likely access to Garfield Road is not anticipated due to the wetlands at the eastern end of the site.

**TRAFFIC IMPACT STUDY:**

§618 indicates that a traffic impact report shall be required for any major development, special use permit, or site plan under the following described conditions:

- (1) *A proposed rezoning that could generate 150 or more directional trips during the peak hour or at least 1,000 more trips per day than the most intensive use that could be developed under existing zoning*
- (2) *A proposed development that will generate 150 or more directional trips during the peak hour or at least 500 trips per day; or*
- (3) *A proposed development for a 5-acre or larger site; or*
- (4) *Upon determination by the Director of Planning, or by the Planning Commission, that a report is necessary to determine needed road improvements or to determine that unsafe or hazardous conditions will not be created by the development as proposed.*

The application notes that the Transfer Station will generate 96 bus trips between 5:00 a.m. and 9:00 p.m. It is unclear about the number of trips per day generated by the BATA facility, but the application does note that 120 employee departures are anticipated between 10:00 a.m. and 12:00 a.m. An initial traffic estimate

by Staff of the proposed 250 multi-family residential dwellings and the 15 single-family residential dwellings based on ITE Trip Generation standards indicates approximately 1,800 trips could be generated per day. Due the potential number of trips exceeding 500 trips per day, the potential mix of types of trips (i.e., residential, busses, etc.), and that the site exceeds 5 acres in area, Staff recommends that a traffic impact report be required.

### **INFRASTRUCTURE:**

The Township Engineer will review all proposed utility, drainage and road improvements. Initial comments from the Township Engineer on stormwater, the water system, and the sewer system have been provided as follows:

#### *Stormwater*

- Conveyance measures are shown depicting sheet flow to curb and gutter however stormwater calculations need to be provided.
- Storm water calculations were provided for the pond sizing utilizing the rational method providing 25-year storage with an infiltration slow release. The concern with proximity to the wetland and no soil borings were provided to demonstrate water table. There is concern with the depth of basins and ability to infiltrate with no water table information. In addition, the proximity of the basins to road present a concern and depth appears to exceed the safety threshold and need for shelving and/or fencing would be required.
- A Site Maintenance Plan needs to be provided and recorded to the Township for their files.

#### *Water System*

- The proposed development is intended to be serviced by the existing watermain infrastructure that is within the vicinity of the development. Minimal information has been provided as to the volume nor pressure needed for the development however presumable we have assumed the available flows and pressures are sufficient and there are no known capacity restrictions in this area. Information related to number of customers, type and volume of domestic and fire flow demands and pressures will be required to make a formal determination.
- It is important to note with respect to layout, the adopted Township Design Requirements for the water system infrastructure cite the need to take into consideration future service areas, recommendation to extend mains to the limits of property lines and minimize dead ends and promote connectivity for improved service and reliability. The current plans presented provide water infrastructure that are independent of each other which contradicts the requirements and there needs to be further discussion with the applicant to provide additional connectivity to promote reliability and ability to service future needs.
- It is recommended that the overall project and scope be reviewed with the Township and Engineer to discuss long term planning of utility extensions in this area and impact it would have on this project.

#### *Sewer System*

- The proposed development is intended to be serviced by the existing sewer infrastructure that is within the vicinity of the development by means of a community pump station for the BATA station and low-pressure sewer system for the residential component (individual grinder pumps that discharge into a small pressurized main) that both outlet into adjacent gravity sewer. Minimal information has been provided as to the amount of generated sewer flows from the proposed development. Unlike the water system, the sanitary sewer system has a more defined capacity and although there are not currently capacity restrictions, depending on the volume of flow projected could have impact. Information related to full buildout, number of customers, type and volume of sewage demands will be required to make a formal determination.

- It is important to note with respect to layout, the adopted Township Design Requirements for the sewer system infrastructure cite the need to take into consideration future service areas, and requirements extend mains to the limits of property lines. The current plans presented provide sewer infrastructure that are independent of each other which contradicts the requirements and there needs to be further discussion with the applicant to provide additional connectivity to promote reliability and ability to service future needs. This area has challenging topography that prevents the ability to be serviced through conventional gravity sewer however there is ability to connect the project including surrounding areas across the street and to the east with one (1) centralized sewer lift station and this concept would be better promoted and accepted by the Township.
- Operationally there was no information provided related to the central pump station and/or low-pressure system related to ownership, type, size, etc.
- It is recommended a review of the overall project and scope be reviewing with the Township and Engineer to discuss long term planning of utility extensions in this area and impact it would have on this project.

**AGENCY REVIEW:**

Agency reviews of the PUD application will include Grand Traverse Metro Fire Department, Grand Traverse County Department of Public Works, Grand Traverse County Road Commission, and Grand Traverse County Soil Erosion and Sedimentation Control.

**SITE DESIGN:**

The Residential Phase is to include 250 multi-family residential units in five 3-story buildings, 15 single-family residential lots, a 4,000-square-foot childcare center, a 2,500-square-foot café, and a 400-square-foot bathroom facility. The Transit Phase is to include a 56,000-square-foot bus storage garage, a 16,000-square-foot bus maintenance facility, a 12,000-square-foot administration building, a 12,000-square-foot dispatch building, and a transfer station with three 300-square-foot shelters. The site plan is provided under Tab 4 in the application binder.

*Height:*

Maximum building height in the A-Agricultural district is 2-1/2 stories or 35 feet. Building height for gable roofs are measured to the mean height between eaves and the ridge. Building heights for the proposed buildings are as follows:

<b>Facility</b>	<b>Building Height</b>
Multi-family residential buildings	?
Childcare center	?
Café	20'-0"
Bathroom facility	13'-6"
Bus facility (Including garage, maintenance facility, and administration and dispatch building)	35'-0"
Transfer station	14'-0"

The multi-family residential buildings appear to be 40 feet in height. To determine the proposed height, measurements to the eaves and the ridge must be provided. Furthermore, the multi-family residential building elevations show dormers which suggest a fourth floor. Clarification on the purpose of the dormers (whether they are aesthetic or functioning) must be provided. Elevations with measurements are needed for the multi-family residential buildings and child care center to determine building height.

*Setbacks:*

Overall planned unit development setbacks of 50 feet on the front yard and 30 feet on all side and rear yards are provided as required.

*Wetlands:*

The site includes significant wetlands including one of the tributaries to Mitchell Creek and Grand Traverse Bay. A wetland delineation conducted by Voice Environmental dated December 9, 2020 has been provided. Given the scale of the proposed development and that potential impact, the wetland delineation is subject to identification and certification from EGLE.

*Landscaping and Natural Features:*

A landscaping plan has been provided for the Transit Phase. There is no landscaping plan provided for Residential Phase. The proposed landscaping for the Transit Phase appears to meet standards, but the existing landscaping along Hammond, which is being used as part of the screening, needs to be inventoried. The applicant needs to provide landscaping for the Residential Phase.

*Vehicular Parking:*

A breakdown of the vehicular parking is as follows:

Facility	Required Parking Spaces		Unit	Number of Parking Spaces	
	Minimum	Maximum		Required	Proposed
Multi-family residential buildings	1.5 per dwelling unit	2.0 per dwelling unit	250 total dwelling units	375	117
Childcare center	1 per 300 sq. ft. of floor area	n/a	4,000 sq. ft.	14	12
Café	1 per 250 sq. ft. of floor area	n/a	2,500 sq. ft.	10	47
Transfer station (Bus Passenger Terminal & Station)	1 for each employee on largest working shift, plus 1 per 250 sq. ft. of floor area	n/a	3 bus shelters 300 sq. ft. each	4	
Bus storage garage (Warehouses...)	5 plus 1 for each employee on largest working shift, or 1 per 1000 sq. ft. of floor area (whichever is greater)	n/a	60 bus drivers 56,000 sq. ft.	65	
Bus maintenance facility (... automobile repair garages)	1 for each service and repair stall, plus 1 for each worker on the largest shift	n/a	5 service bays 5 mechanics	10	100
Administration and dispatch building (Office)	1 per 200 sq. ft. of floor area	1 per 150 sq. ft. of floor space	12,000 sq. ft.	60	
<b>Total</b>				<b>538</b>	<b>259</b>

The applicants are requesting relief from several parking requirements as follows:

- For the administration and dispatch building, relief from 60 to 35 spaces to reflect the total of 20 BATA staff and 10 visitors.
- For the childcare center, relief from 14 to 12 spaces based on proximity of the childcare center to nearby housing.
- For the multi-family residential buildings, relief from 375 to 172 spaces (the site plan only shows 117 spaces), based on the proximity of residential to public transit.



The Planning Commission may consider relief to parking requirements with sufficient findings of fact as part of the PUD process. Although the transit-oriented development approach provides the possibility for reduction in vehicle usage, the proposed 172 parking spaces offer only 0.7 spaces per dwelling unit; 117 spaces would be less than 0.5 spaces per dwelling unit. The applicant should provide additional evidence as to why they believe this level of parking is sufficient, which may include citing similar projects in other communities or data about potential residents.

*Parking Surface:*

§551.E(2)(a) requires all parking areas, including parking spaces, parking aisles and maneuvering lanes, shall be surfaced with asphalt, bituminous, concrete, pavers or other similar material that shall provide a durable, smooth, and dustless surface. Such areas shall be maintained in good condition free of weeds, dust, trash, and debris. The proposed grass parking near the fueling station by the bus storage garage is not permitted.

*Bicycle Parking:*

Wherever off-street parking is required, a minimum of two bicycle parking spaces are required. For parking areas with greater than twenty-five (25) motor vehicle spaces, bicycle parking shall be provided on a basis of two spaces per twenty-five motor vehicle parking spaces.

In the Transit Phase, the site plan shows 8 bike parking spaces for the BATA facility parking lot, which has 100 motor vehicle spaces. In the Residential Phase, the site plan shows a proposed bike rack, but needs to indicate how many bikes are accommodated. The site plan also needs to show bike parking for the other parking lots for the childcare center and for the café and park-and-ride.

*Vehicular Circulation:*

The Zoning Ordinance allows for one access drive from the parent parcel to Hammond Road and two access drives from the parent parcel to LaFranier Road, on either side of the wetlands. For the Transit phase, the site plan shows the BATA headquarters will be accessed from LaFranier Road and the bus storage and maintenance facility will be accessed from Hammond Road. The Grand Traverse County Road Commission has indicated a potential issue with the southern access drive to LaFranier Road based on how close it is to the intersection of Hammond Road and LaFranier Road.

*Non-Motorized Circulation:*

The site plan proposes sidewalks along LaFranier Road and Hammond Road as well as internally within both phases of the development. The proposed sidewalk system should be strengthened with additional connectivity, especially with non-motorized connections between the two phases as possible, from the BATA headquarters directly to the proposed LaFranier Road and Hammond Road sidewalks, and from the bus transfer station directly to the proposed LaFranier Road sidewalk.

*Fuel Storage:*

The application includes information on the proposed fuel storage area. Fuel for the BATA buses are liquefied propane gas (LPG) which will be stored to the east of the BATA building. The LPG tank will be stored behind a 6-foot-high chain-link fence. A Safety Data Sheet from Ferrellgas and Blue Rhino was also provided. The site plan also indicates the tanks will have a required clearance from the facility of 50 feet.

*Lighting:*

A lighting and photometric plan has been proposed for the Transit Phase of the PUD. There is no lighting plan nor photometric plan for the Residential Phase. A lighting and photometric plan will need to be provided for the Residential Phase.

*Signs:*

The following signs are proposed:

- An 80-square-foot freestanding development sign on LaFranier Road near the Residential phase. The proposed sign exceeds the maximum of 40 square feet for a development sign in a Planned Development. The Township is currently considering a zoning ordinance text amendment that would accommodate a larger sign. Furthermore, the sign only references BATA transfer station and does not recognize the housing, café, or childcare center.
- Two wall signs on the bus facility. Measurements on the wall signs must be provided.
- Two directional signs for the bus facility (one at the Hammond Road entry and one at the LaFranier Road entry). Measurements on the directional signs must be provided.

No other signs are proposed. A complete sign plan shall be provided to determine signage for the other proposed uses (multi-family residential buildings, childcare center, and café).

*Snow Storage:*

§551.E(6) requires on-site snow storage whenever a development requiring off street parking has parking areas containing two thousand seven hundred (2,700) square feet or more. Such snow storage shall be provided at the ratio of ten (10) square feet per one hundred (100) square feet of parking area. The site plan shows several snow storage areas as follows:

Phase	Snow Storage Indicated as Required	Snow Storage Indicated as Provided
Residential	3,665 sq. ft.	6,513 sq. ft.
Residential	2,135 sq. ft.	2,149 sq. ft.
Residential	349 sq. ft.	1,105 sq. ft.
Transit	5,590 sq. ft.	5,795 sq. ft.
Transit	4,026 sq. ft.	5,481 sq. ft.
Transit	3,628 sq. ft.	4,627 sq. ft.
Transit	1,980 sq. ft.	2,079 sq. ft.
Transit	749 sq. ft.	1,593 sq. ft.
<b>Total Provided</b>		<b>29,342 sq. ft.</b>

The site plan shows a significant amount of snow storage will be provided, however there should be information on how the amount of snow storage was calculated included with these numbers, such as the total amount of impervious area proposed.

**ACTION REQUESTED:**

Following an opportunity for applicant presentation and review by the Planning Commission, it would be appropriate at a minimum to accept the application. The following motion is recommended for that action:

THAT Application PUD 2020-02 submitted by the Bay Area Transportation Authority (BATA) and the Traverse City Housing Commission (TCHC) BE ACCEPTED.

As indicated above, Staff is of the opinion that there are several outstanding items that need to be resolved before the application is ready for a public hearing. If the Planning Commission also determines that these items should be resolved before the public hearing is scheduled, then the following motion is suggested:

THAT application PUD 2020-02 be TABLED to allow the applicant to address the outstanding items as identified in this report and by the Planning Commission.

Any additional information that the Planning Commission determines to be necessary should be added to this motion.

**Attachments:**

1. Application Binder, including all plans and documentation, submitted by Mansfield Land Use Consultants dated December 28, 2020.