

CHARTER TOWNSHIP OF GARFIELD
VIRTUAL PLANNING COMMISSION MEETING

Wednesday, February 10, 2021 at 7:00 pm
Garfield Township Hall
3848 Veterans Drive
Traverse City, MI 49684
Ph: (231) 941-1620

The Wednesday, February 10, 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.

You are invited to join the Planning Commission meeting on February 10, 2021 at 7:00 pm.
Please click the link below to join the webinar:

<https://us02web.zoom.us/j/89918260029>

Or iPhone one-tap :

US: +13017158592,,89918260029# or +13126266799,,89918260029#

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: 899 1826 0029

International numbers available: <https://us02web.zoom.us/j/89918260029>

Procedure for public comment if joining the webinar by phone: If you wish to make a comment during the Public Comment or Public Hearing portions of the meeting, dial *9 to raise your hand. Public comment will be conducted following the guidelines below.

A G E N D A

ORDER OF BUSINESS

Call meeting to order

Pledge of Allegiance-

Roll call of Board Members

1. Public Comment

Public Comment Guidelines:

Any person shall be permitted to address a meeting of The Planning Commission, which is required to be open to the public under the provision of the Michigan Open Meetings Act, as amended. (MCLA 15.261, et.seq.) Public Comment shall be carried out in accordance with the following Commission Rules and Procedures: a.) any person wishing to address the Commission is requested to state his or her name and address. b.) No person shall be allowed to speak more than once on the same matter, excluding time needed to answer Commissioner's questions. Where constrained by available time the Chairperson may limit the amount of time each person will be allowed to speak to (3) minutes. 1.) The Chairperson may at his or her own discretion, extend the amount of time any person is allowed to speak. 2.) Whenever a Group wishes to address a Committee, the Chairperson may require that the Group designate a spokesperson; the Chairperson shall control the amount of time the spokesperson shall be allowed to speak when constrained by available time. Note: If you are here for a Public Hearing, please hold your comments until that Public Hearing time.

2. Review and approval of the Agenda – Conflict of Interest

3. Minutes – January 27, 2021

4. Correspondence

5. Reports

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

6. Unfinished Business

- a. PD-2021-23 – BATA/TCHC Transit-Oriented Mixed-Use Development PUD – Public Hearing
- b. PD-2021-22 – Ligon Bed and Breakfast – SUP Findings of Fact
- c. PD-2021-24 – 2021 Priorities and Master Plan Implementation

7. New Business

8. Public Comment

9. Other Business

10. Items for Next Agenda – February 24, 2021

- a. Zoning Ordinance Use Chart – Article 2 and Article 3 Discussion Continued

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
January 27, 2021**

Call Meeting to Order: Chair Racine called the January 27, 2021 Planning Commission meeting to order at 7:00pm on the ZOOM platform.

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), **Molly Agostinelli** (Garfield Township, Grand Traverse County, MI), **Pat Cline** (Long Lake 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 (7:01)

Pastor Carey Waldie said his building is almost complete.

2. Review and Approval of the Agenda – Conflict of Interest (7:02)

Agostinelli moved and Cline seconded to approve the agenda as presented

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

Nays: None

3. Minutes (7:03)

a. January 13, 2021

McManus moved and Fudge seconded to adopt the minutes of January 13, 2021 as amended noting that all participants with the exception of Cline were joining from Garfield Township; and that under Election of Officers, the motion should state that the Planning Commission recommends to the Township Board that Fudge be appointed to the ZBA,

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

Nays: None

4. Correspondence (7:06)

None

5. Reports (7:06)**Township Board Report**

Agostinelli reported that the board approved the sewer and water connections for Eaglehurst and Randolph Street and approved the appointment of Fudge to the Zoning Board of Appeals.

Planning Commissioners

No Reports

Staff Report

Sych reported that the solar siting amendment went into effect and is now part of the Zoning Ordinance. He is receiving applications and March may be a busy month for the Planning Commission.

6. Unfinished Business**a. PD-2021-11 PU Signs Zoning Ordinance Text Amendment – Review (7:11)**

At the public hearing last month, staff recommended tabling the proposed amendment to consider additional items for discussion. The two sections contain similar language and the proposed amendment would align them more closely. By merging the sections, language would be added pertaining to a use by right; planning commission review if there is a request for an increase in wall signage area; and sign regulations for mixed uses would be affected. Commissioners discussed the draft and gave positive feedback. Commissioners wanted to ensure that any gooseneck lighting also be shielded and downward facing to comply with the dark sky ordinance and staff indicated that they would add such language to the amendment.

Fudge moved and Robertson seconded THAT the proposed amendment to the Garfield Township Zoning Ordinance Section 630.G and 630.J, as attached and amended to Planning Department Report 2021-11, BE RECOMMENDED for ADOPTION by the Township Board.

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

Nays: None

b. PD 2-21-12 – Zoning Ordinance Use Chart – Article 2 and Article 3 Discussion (7:20)

A use chart would summarize all uses permitted by right, by special conditions, and by special use permit in each district. This project also revealed items in the Zoning Ordinance which required updates to remove inconsistencies, streamline language and make

the chart function better. Work on the next two sections will help to further complete the Use Chart project. Commissioners agreed to study Articles 2 and 3 and discuss them at the February study section. It was noted that a change to the adult foster care was missed and it was suggested that the definitions should be reviewed further for any errors. Commissioners brought up issues pertaining to the definition of "contiguous" "livestock" and "front yard"; signage; farm markets and farming businesses as they fall under the Right to Farm Act; and also moving disc golf courses to a high intensity activity. Low intensity would be by right and high intensity would be by special permit. It may be possible to add a moderate intensity definition as well. The uses in the R-1 district were clarified. Staff will tweak the definitions of low and high intensity uses and bring forth any staff driven changes.

7. New Business

a. PD 2021-9 Planning Commission 2020 Annual Report (8:10)

Sych said that the Annual Report is being presented pursuant to the Planning and Zoning Enabling Act and outlines the activities from 2020. Administrative Reviews, Conceptual Reviews, Development Reviews, Zoning Ordinance Amendments, and other items were included in the report.

Agostinelli moved and Fudge seconded THAT the 2020 Planning Commission Annual Report, as provided in Planning Department Report 2021-9, BE APPROVED and FORWARDED to the Township Board.

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

b. PD-2021-10 – 2021 Priorities and Master Plan Implementation (8:13)

The Redevelopment Ready Communities program is a good starting point and will help to identify some priorities for the township. Going through the RRC will also help the township meet its strategic goals and help to implement the Master Plan. Housing has been identified as a key objective along with the Capital Improvement Program which could help guide infrastructure improvements over a six-year period. Staff suggested a possible joint meeting between the Township Board and the Planning Commission to work on the CIP together. Another key item in the RRC is a Public Participation Plan which will clarify and determine effective ways to engage the public. Zoning Ordinance amendments will continue to be brought forth and the Use Chart and Wetlands were identified as discussion points. Training opportunities were discussed. Commissioners also mentioned that they would like to concentrate on high speed internet in the township. Staff will merge unfinished goals from 2020 and new 2021 goals.

8. Public Comment (8:37)

Pastor Carey Waldie said he enjoyed the meeting.

9. Other Business (8:38)

None

10. Items for Next Agenda – February 10, 2021 (9:51)

- a. Ligon Bed and Breakfast – SUP Finding of Fact
- b. BATA HQ Transit- Oriented Mixed-Use Development PUD- Public Hearing
Sych received some updated information on the proposed BATA project.
Commissioners wanted to ensure that housing was a major component of the BATA development.

11. Adjournment

Agostinelli moved and Robertson seconded to adjourn the meeting at 8:46.

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

Nays: None

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

Haggard's
PLUMBING and HEATING
"Business of Quality and Service"
"Charlevoix-the-Beautiful"
haggardsinc@hotmail.com

January 25, 2021

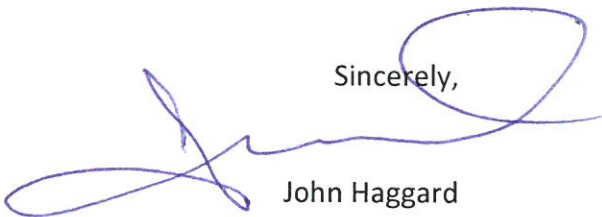
Garfield Township Planning Commission
3848 Veterans Dr.
Traverse City, MI 49684

RE: Joint Application by Bay Area Transportation Authority (BATA) for a mix of Commercial and Residential mixed use development. Parcel#05-023-042-01 and 05-023-042-30


To Whom It May Concern,

Upon reviewing the above Article, I would like to express my view on the above plan request. Haggard's Plumbing & Heating is no opposed to the changes of the property and/or the request to the Zoning Board. If a property owner is fortunate enough to have the ability and the resources in this time to either building and/or improve their existing property, it would only help the economy continue to grow. It would prove positive for the local, county and state to do all we can to improve and promote growth in anyways possible.

Sincerely,



John Haggard

 Charter Township of Garfield Planning Department Report No. 2021-23			
Prepared:	February 3, 2021	Pages:	8
Meeting:	February 10, 2021 Planning Commission	Attachments:	<input checked="" type="checkbox"/>
Subject:	BATA/TCHC Transit-Oriented Mixed-Use Development PUD – Public Hearing		
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:

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 northwest 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 northwest 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 January 13, 2021, the Planning Commission received introduction of a PUD application from BATA and the Traverse City Housing Commission (TCHC). The application was accepted by the Planning Commission, and a public hearing was scheduled for February 10, 2021.

In anticipation of the public hearing on February 10, the applicant provided additional and updated information and site plan. This report reflects the additional and updated information and site plan.

PURPOSE OF APPLICATION:

The joint application from BATA and TCHC proposes a Planned Unit Development (PUD) for a transit-oriented, mixed use development that includes the following uses and structures:

Use/Structure	Developer
210 multi-family residential units in five 3-story buildings 100 studio units (400 sf) – 48% 70 one-bedroom units (600 sf) – 33% 40 two-bedroom units (800 sf) – 19%	TCHC
15 single-family residential lots	TCHC
<i>Total: 225 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
2,940-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. Note the reduction in number of multi-family residential units from 250 to 210.

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. A breakdown of the neighboring future land use 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 childcare centers are not permitted, the Township is undergoing a Zoning Ordinance amendment process to allow for childcare 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.

PHASING:

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

Residential Phase	Developer
210 multi-family residential units in five 3-story buildings	TCHC
15 single-family residential lots	TCHC
4,000-square-foot childcare center	Not identified
2,940-square-foot café	Not identified
Transit Phase	Developer
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

While there is a planned partnership between TCHC and BATA to develop the PUD, it is unclear how 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. Subject to §425.G Phased Planned Developments, both phases must develop a proportional share of open space and contain all necessary infrastructure, improvements and uses necessary for each phase to be self-contained. Prior to approval, the Township shall make appropriate findings of fact to substantiate the applicant's proposed phasing plan.

HOUSING – TRANSIT RELATIONSHIP:

The applicant has provided information regarding the housing-transit relationship for this project. A list of projects from the Federal Transit Administration website is provided which notes the BATA project will be constructed "in tandem with the Traverse City Housing Commission." While helpful, further detailed

information (i.e., grant agreement or other documentation) would provide clearer need to have the BATA garage facility located adjacent to housing.

SITE DESIGN:

The following items need to be addressed in the site plan:

Building Elevations:

Building elevations have been provided for all the proposed buildings. The elevations indicate façade appearances, materials, colors, and building heights. Maximum building height in the A-Agricultural district is 2-1/2 stories or 35 feet. Building heights for the proposed buildings are as follows:

Facility	Building Height
Multi-family residential buildings (5)	40'-0"
Childcare center	18'-0"
Café	20'-0"
Bathroom facility	13'-6"
Bus facility (Including garage, maintenance facility, and administration and dispatch building)	35'-0"
Transfer station	15'-0"

The multi-family residential buildings, at 40 feet in height, exceed the maximum permitted building height.

Child Care Center:

To provide a buffer between the childcare center and the transfer station, a 6-foot fence and plantings along the east side of the transfer station area has been noted on the Landscaping Plan of the Residential Phase. Plantings include four evergreens, four deciduous trees and three small ornamental trees. The Plan also notes a 4-foot fence for the childcare center play area.

Café:

The proposed café is the provision of a neighborhood commercial use permitted to serve the immediate needs of the residents and transfer station users. With the significant amount of planned and constructed residential units within the LaFranier Road corridor, it makes sense to have some local services provided for residents. To provide flexibility in the type of uses permitted in this location, staff worked with the applicant on a list of possible uses. The proposed list is as follows:

The following uses are permitted for the Café building. Drive-through, pick-up window or any auto-oriented feature are prohibited for any use of the building.

- Financial Institution, without Drive-Through
- Medical Office, Clinic
- Office
- Restaurant, without Drive-Through. An establishment where food and drinks are prepared, served, and consumed, mostly within the principal building such as lunch counters, dairy bars, bars, taverns, night clubs, coffee shops, and other similar establishments.
- Retail, Low Volume. The sale or rental of goods or merchandise, including the rendering of services incidental to the sale of such goods, taking place in a building of less than five thousand (5,000) square feet. Low volume retail primarily serves residents of the surrounding neighborhood.

- Service Establishment, Personal. Establishments primarily engaged in providing services involving the care of a person or their goods such as beauty shops, barber shops, laundry facility, jewelry repair shops, dry cleaning establishment (pickup only), and shoe repair, excluding the processing of physical materials.

The Planning Commission should consider the above list of uses and determine if it is appropriate at this location.

Wetlands:

A wetland delineation conducted by Voice Environmental has been provided. The wetland delineation is subject to identification and certification from EGLE.

Environmental Conditions:

A Phase I Environmental Site Assessment (ESA) was prepared for the site for the applicant by Otwell Mawby, P.C. The applicant noted the following statement on Sheet C2.1 from Roger Mawby of Otwell Mawby, PC:

Exposures to the impacted soils will be considered in the environmental planning for the site. Soils impacted with residual agrochemicals in the historic orchard area will be managed in that area through development of the project grading plan. The project grading plan will be developed such that soils in the orchard area remain in that area. Potential unacceptable exposures to the soils will be managed or mitigated by covering the soils with unimpacted topsoil and vegetation or covering with hard surface parking, driveway or buildings. Any excess soils in this area will be characterized and disposed of at a licensed facility. It is also possible that site specific exposure criteria for the specific future use in this area can be developed which will demonstrate acceptable exposure for future uses.

Landscaping and Natural Features:

Previously, only a landscaping plan had been provided for the Transit Phase. A new landscaping plan has been provided for the Residential Phase. To obtain credit for an existing stand of trees along Hammond Road, the applicant provided photos of the trees with the following notes:

The existing stand of trees to remain along Hammond Road is a dense stand of sugar maple trees with predominant sizes ranging from 3-inch to 10-inch. The stand of trees is approximately 250-feet long and 45-feet wide and contains too many trees to provide an inventory of individual trees. The quantity of existing trees more than exceeds the requirements of the buffer yard landscaping.

Eastern Half of the Project Site:

It is anticipated that the eastern half of the project site will not be developed due to wetlands. The applicant is working with the Grand Traverse Regional Land Conservancy regarding the future protection of this area. At this time, no trails or other improvements are planned.

Open Space:

Sheet C4.1 notes the addition of several amenities including a playground, benches, a pergola and gazebo, walking trails, and a dog park.

Access:

A joint driveway off LaFranier Road is proposed between the project site and a proposed church located immediately to the north. The driveway will provide access to the PUD and the proposed

church. The joint driveway appears to line up opposite the existing driveway on the west side of LaFranier Road for the Ridge45 apartment complex. Also, the applicant has noted on Sheet C4.0 that there will be “No vehicular connection to Garfield road proposed as part of this PUD.”

Traffic Impact Study:

A traffic impact study in accordance with the Zoning Ordinance is expected to be submitted from Progressive AE.

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	210 total dwelling units	315 – 420 (median: 368)	210
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	2,940 sq. ft.	12	48
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	100
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	
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	
Total				533	370

The applicant is requesting relief from several parking requirements as follows:

- For the administration and dispatch building, relief from 135 to 100 spaces to reflect the total of 80 BATA staff and 5 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 368 to 210 spaces, based on the proximity of residential to public transit. The applicant has provided an analysis from McKenna, a private consulting firm, that supports the provision of one parking space for each multi-family unit.

The Planning Commission may consider relief to parking requirements with sufficient findings of fact as part of the PUD process. In its consideration, the Planning Commission may also require deferred parking locations should actual parking demand exceed the proposed number of parking spaces once the development is constructed.

Parking Surface:

The proposed grass parking near the fueling station by the bus storage garage was removed.

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 parking spaces. In the Residential Phase, the site plan shows 40 bike parking spaces for an area providing 270 motor vehicle parking spaces.

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.

Fuel Storage:

Fuel for many of the BATA buses are liquefied propane gas (LPG) which will be stored to the east of the BATA garage facility. The LPG tanks will be stored above ground behind a 6-foot-high chain-link fence and meet the required clearance of 50 feet from the garage facility. Sheet C4.0 states that the only LPG fueling will be provided on-site and that all diesel and/or gasoline will fuel off site.

Metro Fire Review:

Recommend preliminary review by the Grand Traverse Metro Fire Department.

Lighting:

A lighting and photometric plan has been provided for the entire PUD.

Signs:

The following signs are proposed:

- One 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 this sign.
- Two 80-square-foot wall signs on the bus facility.
- Two 6-square foot directional signs for the bus facility (one at the Hammond Road entry and one at the LaFranier Road entry).
- One 40-square-foot wall sign for the childcare center.
- One 40-square-foot wall sign for the café.

No other signs are proposed.

Snow Storage:

The site plan shows several snow storage areas along with the calculations used in determining the amount of snow storage needed.

Dumpsters:

Dumpster details have been provided on the site plan.

Other Bus Services:

Only BATA bus services will be provided in the PUD. No other bus services will be provided at this location, including Indian Trails. This condition is noted on Sheet C4.1 of the Civil Plan Set.

Infrastructure:

The Township Engineer will review all proposed water and sewer utilities, stormwater drainage and road improvements.

ACTION REQUESTED:

Staff is of the opinion that there are outstanding items that need to be resolved before the application moves forward. If the Planning Commission also determines that these items should be resolved before the application continues forward, 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. Additional and updated information and site plan submitted by Mansfield Land Use Consultants dated February 1, 2021.



Charter Township of Garfield Planning Department Report No. 2021-22

Prepared:	February 3, 2021	Pages:	6
Meeting:	February 10, 2021 Planning Commission	Attachments:	<input checked="" type="checkbox"/>
Subject:	Ligon Bed & Breakfast Special Use Permit – Findings of Fact		
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 the December 9, 2020 meeting. A public hearing was held at the January 13, 2021 meeting, after which the Planning Commission directed Staff to prepare the Findings of Fact. The draft Findings of Fact are included below in this report.

At the public hearing, the Planning Commission discussed the 33-foot easement on the southwest corner of the site at Cedar Run Road and wanted to ensure that this would not be used as access for the bed and breakfast. Neighboring property owners Sandra and David Howard commented that they had a parallel easement to their property and wanted to ensure that this easement would not be used as access to the bed and breakfast. Staff indicated that to address these issues, a condition may be added that only the Hainey Lane easement could be used as access for the bed and breakfast.

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.

FINDINGS OF FACT:

At its January 13, 2021 meeting, the Planning Commission unanimously passed a motion directing Staff to prepare Findings of Fact for the application, which are provided below for your consideration:

A special use is permitted only if the applicant demonstrates that:

(1) The proposed use will be consistent with the purpose and intent of the master plan and this Ordinance, including all regulations of the applicable zoning district

*The Planning Commission may find this standard to be **met** for the following reasons:*

- The area is planned for Agricultural / Rural Land and zoned as A-Agriculture. The proposed bed and breakfast establishment fits within an existing low-density residential use on the site.
- The proposed bed and breakfast establishment meets the requirements of Section 714 described above which provide special conditions for bed and breakfast operations.

(2) The proposed use will be designed, constructed, operated and maintained so as to be compatible, harmonious, and appropriate with the existing or planned character and uses of the neighborhood, adjacent properties and the natural environment

*The Planning Commission may find this standard to be **met** for the following reasons:*

- The proposed bed and breakfast will accommodate a maximum of four guests at any time and is located within an existing dwelling. The scale and location of the site is conducive to a bed and breakfast.

(3) The proposed use will not be detrimental, hazardous or disturbing to existing or future adjacent uses or to the public welfare by reason of excessive traffic, noise, dust, gas, smoke, vibration, odor, glare, visual clutter, electrical or electromagnetic interference

*The Planning Commission may find this standard to be **met** for the following reasons:*

- The proposed bed and breakfast establishment is not anticipated to create any off-site impacts.

(4) Potential adverse effects arising from the proposed use on the neighborhood and adjacent properties will be minimized through the provision of adequate parking, the placement of buildings, structures and entrances, as well as the provision and location of screening, fencing, landscaping, buffers or setbacks

*The Planning Commission may find this standard to be **met** for the following reasons:*

- One guest parking space will be designated for the bed and breakfast among the available parking spaces. The bed and breakfast operation will be in an existing building and no structural changes are proposed.

(5) The proposed use will retain as many natural features of the property as practicable, particularly where the natural features assist in preserving the general character of the neighborhood

*The Planning Commission may find this standard to be **met** for the following reasons:*

- The proposed bed and breakfast operation will not disturb any natural features.

(6) Adequate public and private infrastructure and services such as streets, water and sewage facilities, drainage structures, police and fire protection, and schools, already exist or will be provided without excessive additional requirements at public cost

*The Planning Commission may find this standard to be **met** for the following reasons:*

- Because the proposed bed and breakfast establishment is in an existing dwelling and no structural changes are proposed, there are no anticipated impacts expected on infrastructure.

(7) The establishment, maintenance, or operation of the proposed use shall not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare

*The Planning Commission may find this standard to be **met** for the following reasons:*

- The proposed use will not be detrimental or endanger public health, safety, or welfare.

(8) The public interest and welfare supporting the proposed use shall be sufficient to outweigh individual interests that are adversely affected by the establishment of the proposed use

*The Planning Commission may find this standard to be **met** for the following reasons:*

- The site has its own dedicated access on Hainey Lane. Because access to the bed and breakfast operation will be limited to only Hainey Lane, there are no adverse impacts to individuals that are anticipated as part of this project, and the public interest and welfare is supported.

(9) Adequate measures shall be taken to provide ingress and egress so designed as to minimize traffic hazards and to minimize traffic congestion on the public roads

*The Planning Commission may find this standard to be **met** for the following reasons:*

- The site has its own dedicated access on Hainey Lane. Access to the bed and breakfast operation will be limited to only Hainey Lane. With a maximum of four occupants, the establishment is not expected to noticeably impact traffic in the area.

(10) Adequate measures shall be taken to provide vehicular and pedestrian traffic within the site, and in relation to streets and sidewalks servicing the site in a safe and convenient manner; and

*The Planning Commission may find this standard to be **met** for the following reasons:*

- The proposed bed and breakfast will use existing parking areas and drives on the subject site and no impacts on vehicular or pedestrian safety are anticipated.

(11) The proposed use shall not impede the orderly development and improvement of surrounding property for uses permitted within the zoning district.

*The Planning Commission may find this standard to be **met** for the following reasons:*

- The proposed bed and breakfast operation is compatible with the agricultural and rural land uses planned for the area. No impacts are anticipated which would impede the development or use of the surrounding properties.

ACTION REQUESTED:

If, following the public hearing, the Planning Commission has determined that the application has met the criteria and requirements of the Special Use Permit and the above listed Findings of Fact is sufficient, the following motion is offered for consideration:

MOTION THAT the Findings of Fact for application SUP-2020-03, as presented in Planning Department Report 2021-22 and being made a part of this motion, BE ADOPTED.

The following motion is recommended to approve the project, subject to the conditions as noted below, and subject to conditions which are routinely added to all approvals:

MOTION THAT application SUP-2020-03, for a Special Use Permit for a bed and breakfast establishment at 5885 Hailey Lane, submitted by Matthew and Rebecca Ligon, BE APPROVED, subject to the following conditions:

1. Access to the site for the bed and breakfast establishment shall be limited to the Hailey Lane access, and no access shall be permitted for the bed and breakfast establishment directly from Cedar Run Road.
2. All final reviews from agencies with jurisdiction shall be provided prior to any Land Use Permits being issued.
3. The applicant shall record promptly the amended Report and Decision Order (RDO) and any amendment to such order with the Grand Traverse County Register of Deeds in the chain of title for each parcel or portion thereof to which the RDO pertains. A copy of each recorded document shall be filed with the Township within ninety (90) days of final approval by the Township or approval shall be considered to have expired.

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 X 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</u> <u>Applicable</u>
A. Sanitary Sewer Service			
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. Water Service			
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			
C. Public utility easements required?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If yes, show on plan.			
D. Storm Water Review / Soil Erosion			
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.			
E. Roads and Circulation			
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, Martha L Date: 11-2-2020

Applicant Signature: Rebecca Ligon, Martha L 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

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

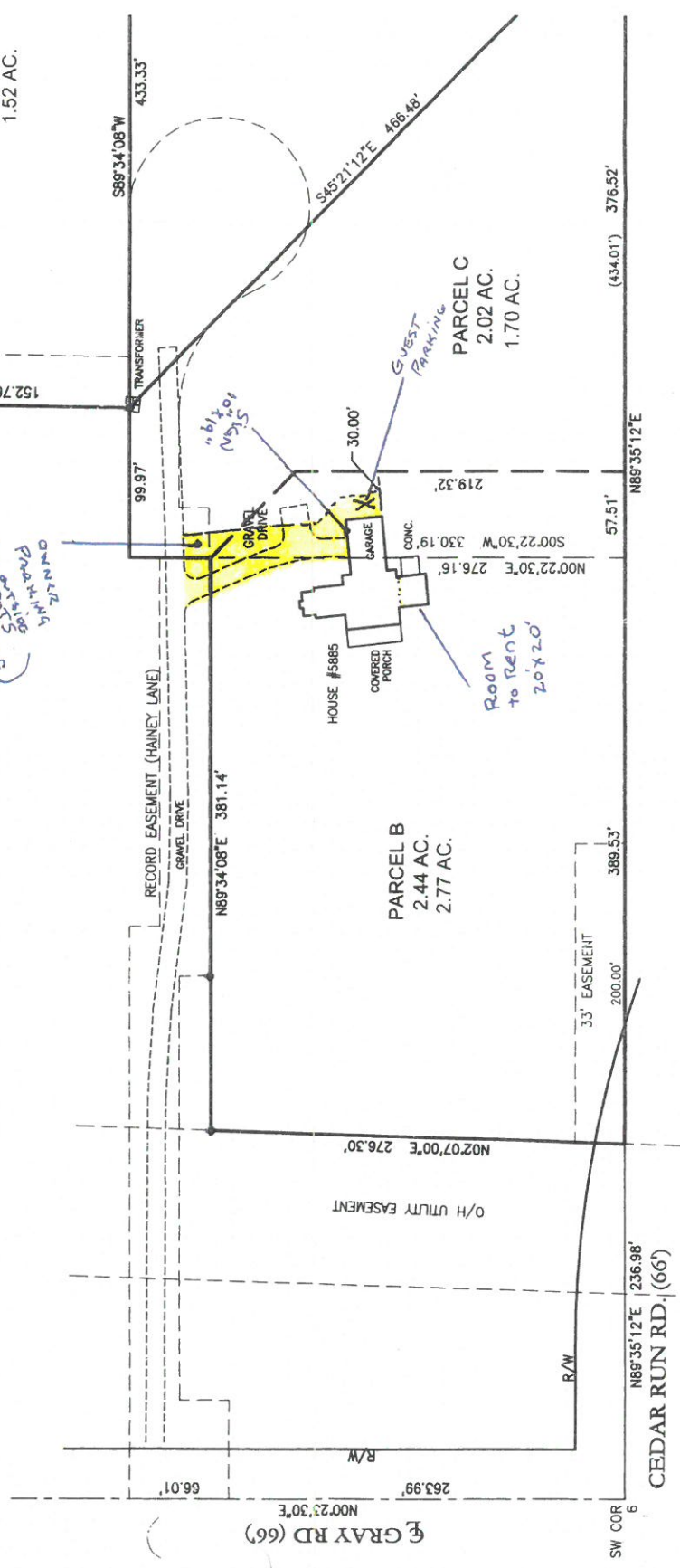
Ligon, Matthew and Rebecca
Blended Roots Farm
5885 Hainey Ln.
Traverse City, MI 49684

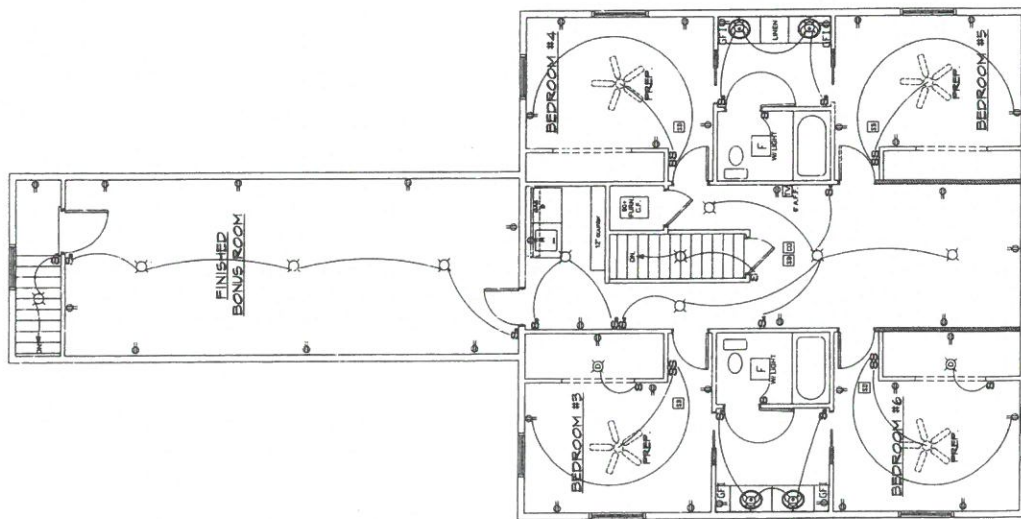
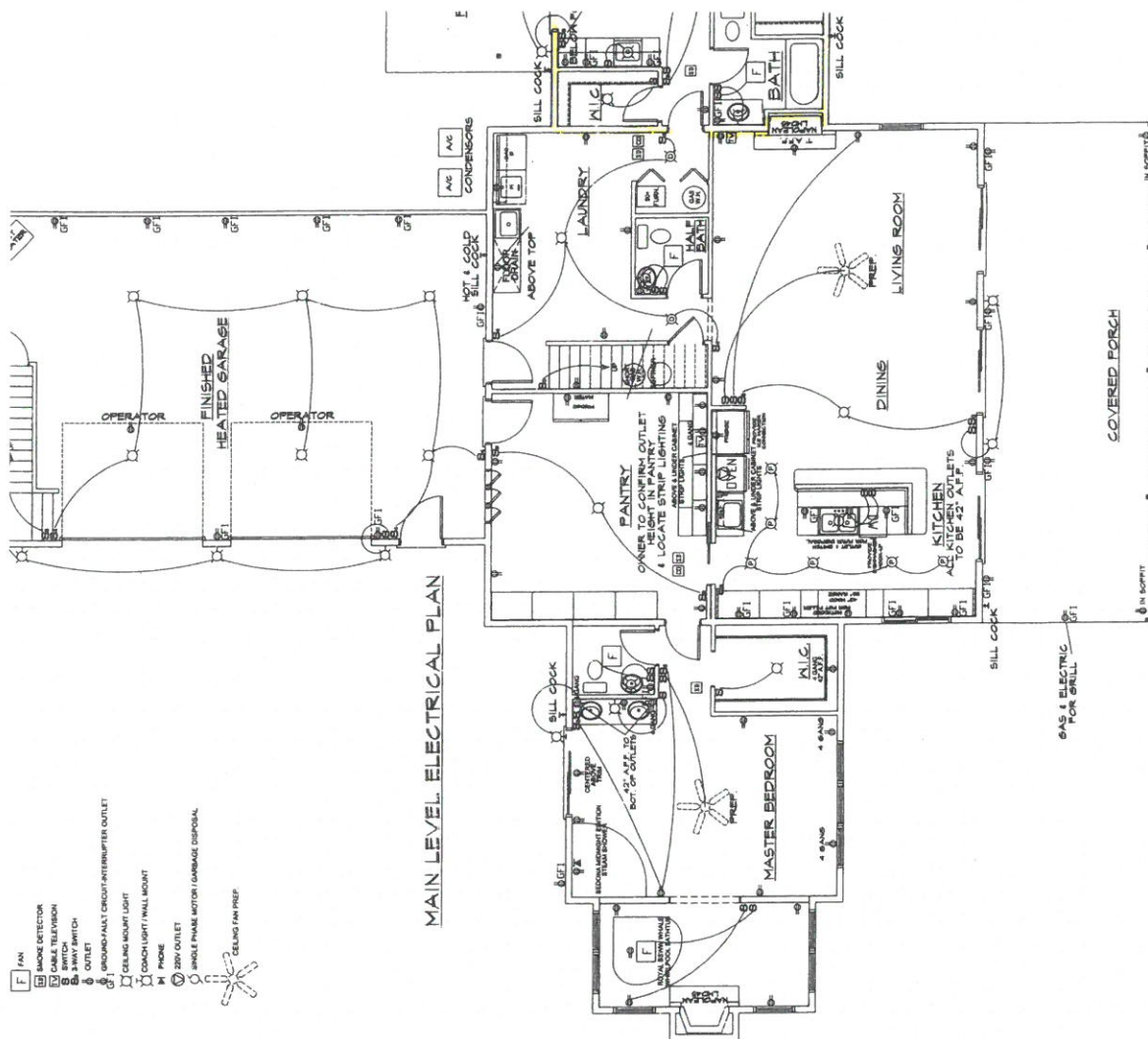
Special Use Permit Application

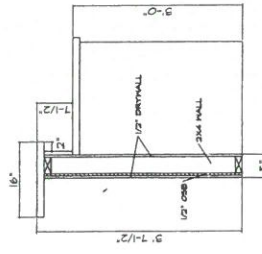
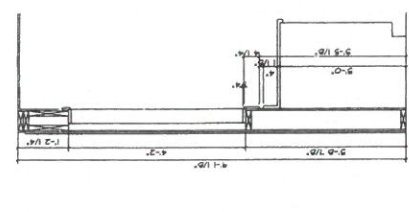
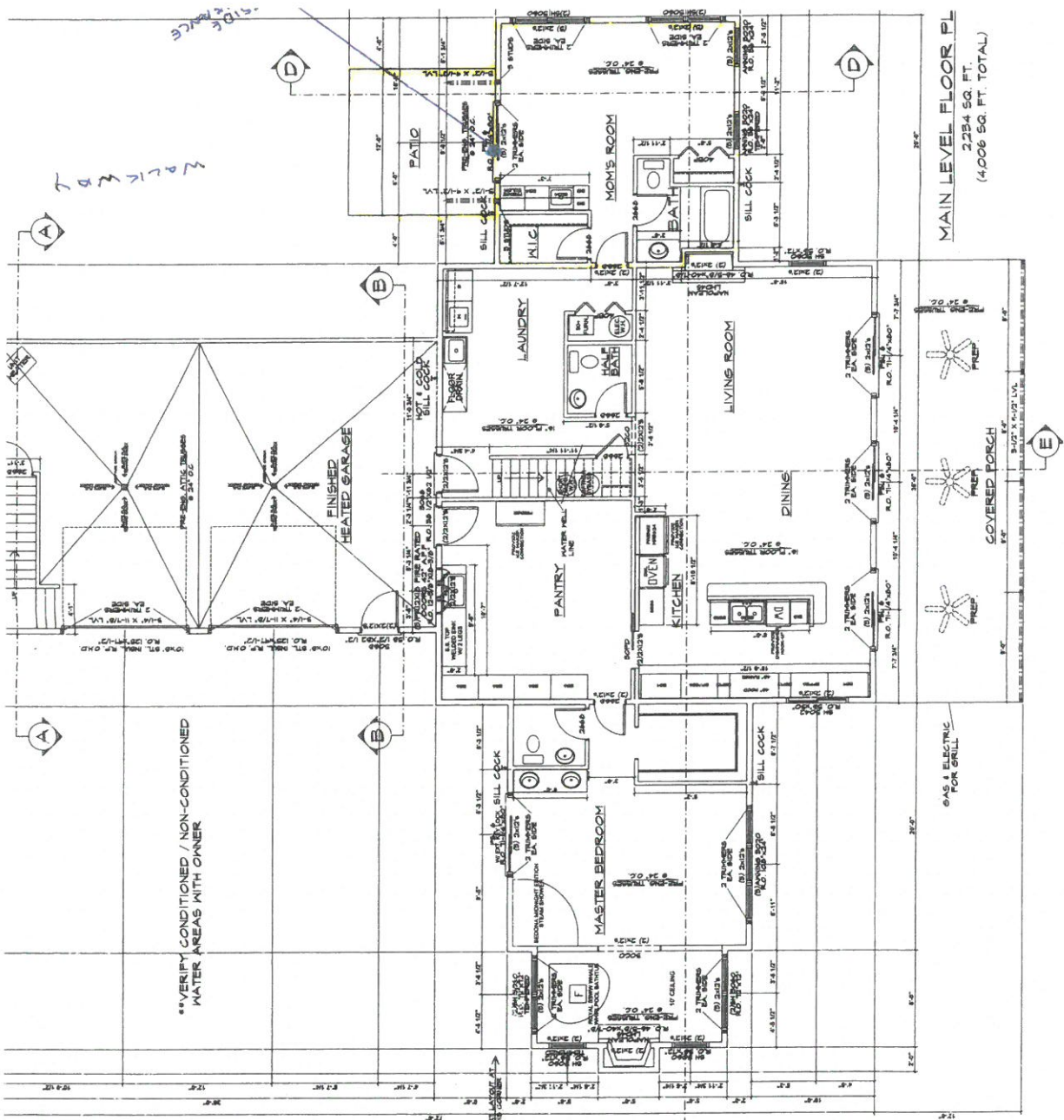
Section 714 Bed and Breakfast

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 ALL TIMES.
- NO REYNALS OF SWIMMABLES, ATV'S, BOATS, OR ANY LIKE VEHICLES SHALL BE ALLOWED.
- OUR RESIDENCE IS OWNED OCCUPIED AT ALL TIMES.

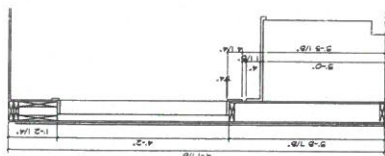
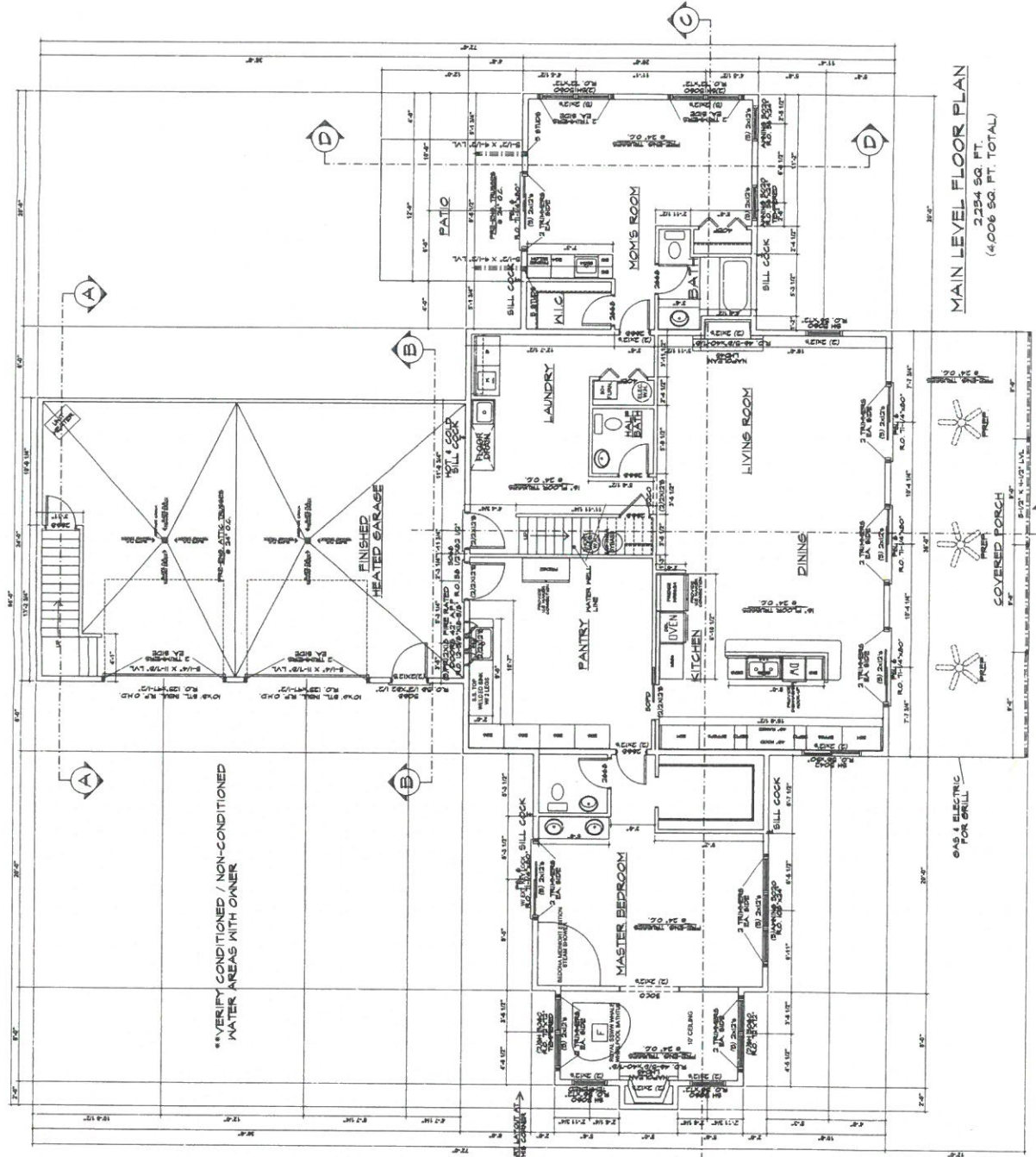




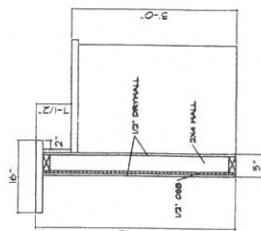


KITCHEN COUNTER DETAIL
 SCALE 1" = 1'-0"

KATHLEEN & REBECCA LIGON Project:		Sheet: 2 OF 8	 Eastwood Custom Homes
EASTWOOD CUSTOM HOMES INC. 848 US 31 South Troy, MI 48063 (248) 941-5046 ALL DRAWINGS © EASTWOOD CUSTOM HOMES		Scale: 1/4" = 1'-0" Date: MAR 24, 2009 Revised: APRIL 23, 2009 Drawn by: S.M.P.	
Change order: 1. _____ 2. _____ 3. _____			



KITCHEN WINDOW SECTION



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

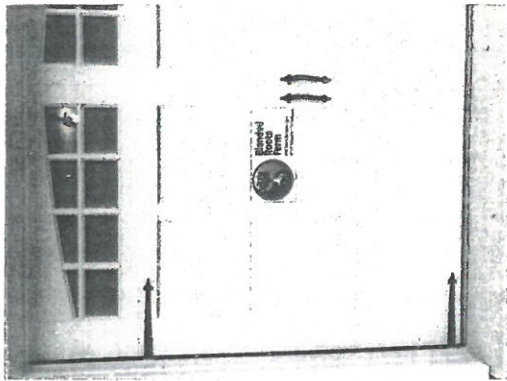
Impact Statement

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.





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05-006-013-50
By R/W
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 collection 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 Robert J. Haines, a single man whose address is P.O. Box 465, Traverse City, MI 49886 convey(s) and warrant(s) to Robert J. Haines, a married man, whose address is 12088 South Elk Ridge, Traverse City, MI 49884, 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, 1080.52 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.

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

		Charter Township of Garfield	
		Planning Department Report No. 2021-24	
Prepared:	February 3, 2021	Pages:	1
Meeting:	February 10, 2021 Planning Commission	Attachments:	<input checked="" type="checkbox"/>
Subject:	2021 Priorities and Master Plan Implementation - Revised		

In follow-up to the Study Session on January 27, attached is a revised 2021 Priorities and Master Plan Implementation matrix. Unfinished priorities along with potential future projects from 2020 have been incorporated into the 2021 Priorities. We've also assigned timeline dates to each priority. Going forward this can provide a cleaner template for addressing priorities as well as Master Plan Implementation

ACTION REQUESTED:

This 2021 priorities list is for information and discussion. No formal action is requested at this time.

Attachments:

1. 2021 Priorities and Master Plan Implementation Matrix

Garfield Township Planning Commission

2021 - 2023 Priorities

At the beginning of each year, the Garfield Township Planning Commission updates its annual work priorities.

Priority Projects		Timeline
Housing Review and Discussion	A comprehensive conversation about housing and what may be appropriate actions for the Township. This may include allowing different housing types including “missing middle” housing, accessory dwelling units, shipping container homes, and tiny homes; reviewing the existing residential land use regulations in the Zoning Ordinance; and other actions. Housing North, a regional housing advocacy group, has created the Housing Ready Communities checklist which may be a helpful resource in this discussion.	2021
Preparation of a Capital Improvement Program (CIP)	A CIP is intended to help determine the priority capital investments over a six-year period. According to the Michigan Planning Enabling Act, a township is required to prepare and adopt a CIP if it owns and operates a water supply or sewage disposal system, although any township may prepare and adopt a CIP. The CIP may cover utilities such as water or sewer systems, public buildings, parks, trails, sidewalks, or any other capital expenses of the Township. Preparing and adopting a CIP will also fulfill a best practice of the RRC program. Staff anticipates beginning the CIP discussions in late spring or early summer in anticipation of the Township Board beginning their 2022 budget process.	2021
Preparation of a Public Participation Plan	Staff anticipates creating a Public Participation Plan in the second half of 2021. This document will be an important tool for identifying key stakeholders of the Township, determining the most effective ways for the Township to communicate with stakeholders, and tracking and conveying the outcomes of community engagement efforts. Completing the Public Participation Plan in 2021 will prepare the Township for any upcoming public engagement efforts, including the Master Plan and Parks and Recreation Plan which will need to be updated in the next few years.	2021
Zoning Ordinance - Wetlands	Review of regulations on development near wetlands, including process for reviewing and certifying wetland delineations and potentially requiring a wetland review escrow.	2021
Zoning Ordinance – Use Chart	Finish the proposed related amendments which would include establishing a use chart in Article 3, updating definitions in Article 2, and refining supplemental use standards in Article 7.	2021

Priority Projects	Timeline
Planning Commission Training	2021
Community Engagement	2022
Zoning Ordinance - Multi-Family Lot Width Requirements	2022
Religious Land Use and Institutionalized Persons Act (RLUIPA) Zoning Review	2022
Review/Update of Township Master Plan	2023

Potential Future Projects	
Sign Ordinance Update	Update sign regulations in accordance with the Reed v. Town of Gilbert Supreme Court decision and review sign regulations for consistency and clarity
Form-Based Code Elements	Consider including elements of form-based code in the ordinance to encourage flexibility in land uses and a high quality of design
Maintaining Agricultural Land	Consider additional protections for Township agricultural land and regulations for agricultural tourism activities
Availability of Industrial Land	Review amount of land in Township that is currently zoned for industrial and amount of industrial land currently used for non-industrial purposes
Reuse of Malls and Large Retail Spaces	Study potential methods for encouraging redevelopment and reuse of malls and large retail spaces, and consider changes to the C-P zoning district
Coal Tar Sealants	Study any potential environmental impacts of coal tar sealants and consider regulation or prohibition as feasible and warranted

Garfield Township Planning Commission

Master Plan Implementation Matrix

About the Implementation Matrix:

This matrix is used by the Garfield Township Planning Commission to assist in implementing the Garfield Township Master Plan. The current Master Plan was originally adopted by the Garfield Township Board of Trustees on September 25, 2018. This matrix is updated on an annual basis. Below is the implementation matrix for 2021 which includes the following information:

- Priority for 2021: These are high priority projects to be studied or completed in 2021.
- Future Priority: The projects are to be studied or completed later.
- Ongoing: These items represent ongoing tasks.
- Complete: These items have been completed.

Priority Levels:

Priority for 2021	Future Priority
Ongoing	Complete

Abbreviations:

TB	Garfield Township Board of Trustees
PC	Garfield Township Planning Commission
PRC	Garfield Township Parks and Recreation Commission
GTCRC	Grand Traverse County Road Commission
BATA	Bay Area Transportation Authority
TCAPS	Traverse City Area Public Schools
TART	Traverse Area Recreation and Transportation Trails
GTRLC	Grand Traverse Regional Land Conservancy
GTCD	Grand Traverse Conservation District

Category	Goal	Objective	Actions	Timeline	Responsible Parties
Housing – Diversity (p. 18)	Diversity in the rental market is also important in terms of unit size. In particular, there is a known shortage of single-bedroom or loft-style units, leading to a drain on income as renters are forced to choose a larger, more expensive option.	The Township should encourage development which includes a mix of housing options. The market does seem to be naturally adjusting to meet this demand, as indicated by projects such as the Arbors Apartments constructing 24 loft/garage choices in place of standard carport buildings (see illustration right).	Housing discussion on several issues including: <ul style="list-style-type: none"> • Which housing types are allowed • Availability of land for housing / future land use map • New housing types / “Missing Middle” • Housing incentives 	2021	Staff; PC; Housing North (partner)
Housing – Accessibility (p. 19)	It is increasingly important to consider an adequate accessible housing supply. Accessible housing options will allow aging or disabled individuals to remain in their home.	Consider incentives such as density bonuses to encourage the development community to include accessible housing.	Use the Housing Ready Checklist as a guide		
Housing – Affordability (p. 20)	Continue to lead the region in supporting affordable housing.	Many of the Township’s residential developments are subsidized to allow lower rents, primarily through the Michigan State Housing Development Authority (MSHDA), but also through the Township Board’s approval of Payment In Lieu Of Taxes (PILOT).			
Housing Condition (p. 20)		The Township has adopted a property maintenance code which requires routine inspections for multifamily rental units on an annual basis. Additionally, tenants of any rental unit may report poor conditions and request an inspection. Appropriate actions may be taken by the Building Official to require that deficiencies or safety issues be addressed, up to and including declaring the residence uninhabitable.	Ongoing	Ongoing	Building Official

Category	Goal	Objective	Actions	Timeline	Responsible Parties
Housing – Location (p. 20)	Locating new housing developments proximate to these resources can reduce the overall costs of housing and transportation while helping to create more efficient use of infrastructure in existing urban areas.	Target appropriate areas and incentivize their development or redevelopment through density bonuses.	Housing discussion on several issues including: <ul style="list-style-type: none"> • Which housing types are allowed • Availability of land for housing / future land use map • New housing types / “Missing Middle” • Housing incentives Use the Housing Ready Checklist as a guide	2021	Staff; PC; Housing North (partner)
Roadways & Transportation Planning (p. 22)	Build a basis of support for potential remedies to overburdened roadways.	Work with local road agencies to develop access management plans, to consider signal improvements, or to consider roadway reconfigurations.	South Airport Road access management	2022	Staff; PC; GTCRC (partner)
		Support the development of alternative transportation to reduce demand on area roadways.	Implement Township Non-Motorized Plan	Ongoing	Staff; PC; TB
		Require detailed traffic impact analysis in development review and consider the impact of additional traffic in the legislative review process.	Ongoing	Ongoing	Staff; PC; TB
Alternative Transportation (p. 22-23)	Improve public transportation opportunities within densely populated and highly frequented locations.	Collaborate with BATA when new developments, roadway improvements, and route planning are underway.	Ongoing	Ongoing	Staff; BATA (partner)
		Consider zoning ordinance requirements for the provision of facilities such as bus stops and shelters.	Evaluate as a potential future priority	2024	Staff; PC; TB

Category	Goal	Objective	Actions	Timeline	Responsible Parties
	Improve non-motorized opportunities throughout the Township.	Using a combination of public funds, grants, and zoning ordinance requirements, implement the Township's non-motorized plan.	Create a Capital Improvements Program	2021	Staff; PC; TB
Utilities (p. 24)	Direct development to areas which are served by adequate facilities.	Identify areas with existing utilities which can support higher density and mixed uses.	Review the designated high-development areas on future land use map.	2023	Staff; PC; TB
	Ensure storm water controls are considerate of environmentally sensitive areas.	Incentivize or require Best Management Practices such as low-impact design.	Consider including low impact design standards in Zoning Ordinance.	2023	Staff; PC; TB
	Protect, enhance, and showcase the natural environment.	Implement the Green Infrastructure Plan.	Create a Capital Improvements Program	2021	Staff; PC; TB
Natural Resources (p. 26)		Make environmentally conscious decisions in review of development applications or zoning policy considerations.	Ongoing	Ongoing	Staff; PC; TB
		Continue to work with area environmental groups to improve the health of the environment.	Ongoing	Ongoing	Staff; PC; other partners (GTRLC, GTCD, Watershed Center, etc.)
		Consider establishing a comprehensive natural resources overlay zoning district similar to what has been established in neighboring communities.	Evaluate as a potential future priority	2024	Staff; PC; TB
		Protect streams, wetlands, and water bodies from direct or indirect stormwater runoff or other encroachments.	Ongoing	Ongoing	Staff; PC; TB

Category	Goal	Objective	Actions	Timeline	Responsible Parties
Invasive Species (p. 30)	Attempt to limit the spread of invasive species and reduce the impact of invasive species already present in the area.	Require the incorporation of a majority of native plantings in commercial landscaping.	Review the landscaping standards currently in Section 530.F	2023	Staff; PC; TB

Category	Implementation Statement		Actions	Timeline	Responsible Parties
Housing	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.		Housing discussion on several issues including: <ul style="list-style-type: none"> • Which housing types are allowed • Availability of land for housing / future land use map • New housing types / “Missing Middle” • Housing incentives 	2021	Staff; PC; Housing North (partner)
	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.		Use the Housing Ready Checklist as a guide		
	Continue to incorporate subsidized units in developments via state and federally administered programs.				
Transportation and Community Services	Continue to encourage optimal traffic flow on major corridors within the Township by taking Level of Service (LOS) and traffic counts into account in the development approval process, working with road agencies to develop access management plans, and considering signal improvements or roadway reconfigurations.		South Airport Road access management	2022	Staff; PC; GTCRC (partner)
	More specifically, consider developing a GIS-based tool which visualizes traffic counts or LOS for use in development review.		Prioritize as staff time allows	2023	Staff
	Continue to support the development of non-motorized and other alternative transportation options to reduce demand on area roadways, improve community connectivity, and promote public health, among many other benefits. More specifically:				

Category	Implementation Statement	Actions	Timeline	Responsible Parties
Natural Resources and Parks and Recreational Opportunities	<ul style="list-style-type: none"> Continue to actively seek grant funding from various sources and to collaborate with regional and local partners to maintain, enhance, and extend the Township's trail network. 	Create a Capital Improvements Program	2021	Staff; PC; TB
	<ul style="list-style-type: none"> Collaborate with BATA to provide public transit options along fixed routes between densely populated areas and popular locations. 	Future discussions with BATA	2024	Staff; BATA (partner)
	<ul style="list-style-type: none"> Continue the development of a GIS-based trail maintenance prioritization tool which facilitates easy identification of trail segments most in need of resources. 	Prioritize as staff time allows	2023	Staff
	<ul style="list-style-type: none"> Consider zoning ordinance requirements which require bus stops or shelters to be included in developments. 	Evaluate as a potential future priority	2024	Staff; PC
	<ul style="list-style-type: none"> Continue to advance the Township's complete streets initiative through requiring the provision of non-motorized infrastructure in Special Use Permit (SUP) and PUD reviews, as well as through opportunities with the Safe Routes to School program, for example, and other resource providers. 	Ongoing	Ongoing	Staff; PC; TB; other partners (TCAPS, TART, etc.)
	Continue to work closely with area environmental groups and other interested organizations to support environmental preservation and restoration efforts within the Township.	Ongoing	Ongoing	Staff; PC; other partners (GTRLC, GTCD, Watershed Center, etc.)
	Continue to update the Township's natural resources inventory and associated GIS-based maps to provide context in development review and zoning policy considerations for the preservation of natural features within the Township.	Prioritize as staff time allows	2022	Staff
	Continue implementation of the Township's Green Infrastructure Plan and consider updates to that plan to reflect natural resource management best practices and changing circumstances.	Create a Capital Improvements Program	2021	Staff; PC; TB
	Consider drafting and adopting a septic system inspection ordinance to protect the quality of the Township's water features.	Re-evaluate as potential priority	2024	Staff; PC; TB

Category	Implementation Statement	Actions	Timeline	Responsible Parties
Managing Future Growth	Continue efforts to acquire additional property for parklands via grants, conservation easements, and open space preservation requirements in development approvals.	Create a Capital Improvements Program	2021	Staff; PC; TB
	Continue update of Five-Year Parks and Recreation Plan and draw upon public input to identify and prioritize improvements to Township parks.	Design Plan for Grand Traverse Commons Natural Area	2021	Staff; PRC; Park Design Consultant; advisory group
	Continue to encourage and incentivize new and infill development close to the core area of the Township in close proximity to amenities in an effort to slow outward growth.	Ongoing	Ongoing	Staff; PC
	Research the possible creation of specific redevelopment districts.	Explore the possibility for a CIA / TIF district	2022	Staff; PC; TB
	Focusing on the major corridors identified in this Master Plan, create subarea plans to provide greater detail with regard to desired development in each subarea.	Barlow Garfield Neighborhood Plan	2019-2020	Complete
	Use this Master Plan together with the Township's Zoning Plan to guide the analysis and review of proposed map and text amendments to the Township's Zoning Ordinance, site plans, and new or amended master plans of adjoining jurisdictions.	Any potential future neighborhood plans	2022-2023	Staff; PC; TB
		Ongoing	Ongoing	Staff; PC; TB