

**CHARTER TOWNSHIP OF GARFIELD
PLANNING COMMISSION MEETING**

Wednesday, March 27, 2019 @ 7:00pm

**Garfield Township Hall
3848 Veterans Drive
Traverse City, MI 49684
Ph: (231) 941-1620**

A G E N D A

Call Meeting to Order

Roll Call of Commission Members

1. Review and Approval of the Agenda - Conflict of Interest

2. Public Comment

Public Comment Guidelines: Any person shall be permitted to address a meeting of The Township 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 Planning Commission Rules and Procedures: a.) any person wishing to address the Board 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 Planning Commission Member'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.

3. Review and Approval of the Agenda - Conflict of Interest

4. Minutes

March 13, 2019

5. Correspondence

a. Response to Long Lake Master Plan Amendment

6. Reports

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

7. Business to Come Before the Commission

- a. Conceptual Subplan for East Side of Township
- b. Discussion of Possible Zoning Ordinance Text Amendments
- c. Training Session: The Basics

8. **Public Comment**

9. **Items for Next Agenda – April 10, 2019**

- a. Surgery Center-SPR
- b. Harris Hill Rezone-Public Hearing
- c. US 31-Office/Commercial Rezone Request

10. **Adjournment**

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

Garfield Township 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 Garfield Township. Individuals with disabilities requiring auxiliary aids or services should contact Garfield Township by writing or calling Lanie McManus, Clerk, (231) 941-1620, or TDD 922

**CHARTER TOWNSHIP OF GARFIELD
PLANNING COMMISSION MEETING
March 13, 2019**

Call Meeting to Order: Chair Racine called the meeting to order at 7:00pm at the Garfield Township Hall, 3848 Veterans Drive, Traverse City, MI 49684.

Roll Call of Commission Members:

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

Absent and Excused: John Racine

Staff Present: Planner John Sych and Deputy Planner Erik Perdonik

1. Public Comment (7:00)

Ken Sams of Lone Tree Road commented on the Harris Hills project. He shared his concerns with commissioners regarding documentation and claims that the adjoining parcels have not been addressed. He added that traffic may increase and that an R-2 zoning designation may not be appropriate.

2. Review and Approval of the Agenda – Conflict of Interest (7:11)

Robertson moved and Duell seconded to approve the agenda as presented.

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

Nays: None

3. Minutes (7:01)

a. February 27, 2018

Fudge moved and Robertson seconded to adopt the minutes of February 27, 2019 as amended noting that Blood Law needed to be replaced with Fudge on item #1.

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

Nays: None

4. Correspondence (7:14)

None

5. Reports (7:14)

Township Board Report

Duell reported that the township will be drafting language to opt out of recreational marijuana facilities in the township. He added that a no wake zone was set for a public hearing for a portion of Silver Lake and that the residents would be responsible for placing buoys and signage.

Planning Commissioners

None

Staff Report

Sych reported that there have been inquiries and development ideas, but not many completed applications. He added that the Deputy Director of Planning position has been posted as Erik Perdonik will be leaving in April.

6. Business to Come Before the Commission**a. PD Report 2019-16 Harris Hills – Rezoning – Set for Public Hearing (7:18)**

This application proposes to rezone the 20 acre property from Ag to R-2 at the southwest intersection of Harris Road and Lone Tree Road. The applicant says that single family homes would eventually be constructed on the site. The property is currently vacant and adjoins the Lone Tree Site Condominium to the west, Lone Tree Road to the north vacant land to the east and Brookside Commons to the south. The property is currently zoned A- Agricultural. With a proposed density of 1.66 units per acre, the property would have to be rezoned to R-2 One and Two family Residential or a PURD approval would need to be sought. Jesse Mitchell, on behalf of the owners, said that roads would be finished and extended and explained the density for the proposed project which he thought would be closer to two units per acre which would make the rezoning to R-2 a better option. Commissioners discussed the rezoning request.

Robertson moved and Fudge seconded that application Z-2019-01 BE SCHEDULED for public hearing for the April 10, 2019 Regular Meeting of the Planning Commission.

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

Nays: None

b. PD Report 2019-18 Long Lake Master Plan Amendment (7:38)

Pursuant to the Michigan Planning Enabling Act, governments considering adopting or mending a Master Plan are required to request comment from all neighboring communities.

Duell moved and Cline seconded THAT Planning Staff is directed to prepare and send a letter of support to Long Lake Township outlining the comments of the Planning Commission.

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

Nays: None

- c. **PD 2019-21 Follow Up Report on Joint Meeting (7:42)**
Sych said the follow up report is for commissioner information and further discussion on items can be had at the study session. The CIP process was also discussed.

7. **Public Comment (7:52)**
None

8. **Items For Next Agenda – February 27, 2019 (7:52)**

- a. Redevelopment Plan Discussion
- b. Training Sessions – Sych proposes some commissioner education items at the study sessions.

9. **Adjournment**

Duell moved and DeGood seconded to adjourn the meeting at 7:57pm.

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



Charter Township of Garfield

Grand Traverse County

5. a.

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

March 14, 2019

Leslie Sickterman, AICP, PCP
Township Planner
Long Lake Township
8870 North Long Lake Road
Traverse City, MI 49685

RE: Long Lake Township Master Plan Amendment


Dear Leslie:

In accordance with the Michigan Planning Enabling Act, the Garfield Township Planning Commission is offered the opportunity to review and comment on the proposed amendment to the Long Lake Township Master Plan. At its meeting on March 13, 2019, the Garfield Township Planning Commission reviewed the proposed Master Plan amendment regarding creation of a hamlet designation at the north end of Long Lake. The Planning Commission felt that the proposed amendment was a positive and effective planning effort to recognize existing uses that provide some of the unique character of the Township.

Thank you for the opportunity to comment.

Sincerely,

John C. Sych, AICP
Director of Planning

 Charter Township of Garfield Planning Department Report No. 2019-34		
Prepared:	March 20, 2019	Pages: 4
Meeting:	March 27, 2019 Planning Commission – Study Session	Attachments: <input checked="" type="checkbox"/>
Subject:	Conceptual Subplan for East Side of Township	

BACKGROUND INFORMATION:

In accordance with the Michigan Planning Enabling Act, a planning commission may, by a majority vote of the members, adopt a subplan for a geographic area less than the entire planning jurisdiction, if, because of the unique physical characteristics of that area, more intensive planning is necessary.

The land area generally in the northeast corner of Garfield Township presents opportunity for new business investment and growth. Some of the properties in the area are noticeably underperforming, particularly the Cherryland Center. This area has historically been some of the oldest commercial properties in the Township. At the same time, the location provides a major crossroads for the region and is adjacent to the Cherry Capital Airport, a regional asset. In addition, the area is covered by the only Opportunity Zone in the County which incentivizes new development. To further support new development in businesses, housing and public infrastructure in this area, a subplan would provide a more detailed vision for the area and help to drive public and private investments towards it.

In this case, the area for consideration is generally a wide swath along South Airport Road from Garfield Road west to Park Drive then reaches north to Boon Street. The total land area is roughly 460 acres. The attached map has a conceptual layout of the study area and may be adjusted as needed.

The purpose of this report is to present a proposed planning process and timeline for initial consideration and comment by the Planning Commission.

PROPOSED PLANNING PROCESS:

Planning Commission Confirms Process

The first step is to develop “the plan to plan.” As part of this step, the Planning Commission will determine the geographic scope of project and the purpose of the plan. Generally, the plan is intended to create a sense of place for this area of the Township, enhance economic prosperity, and foster collaborative planning and cooperation among public organizations and private entities. The Planning Commission needs to confirm the process and initiate activity.

Notice of Intent to Plan (April)

The Notice of Intent, as required by the Planning Enabling Act, will be distributed to the appropriate agencies.

Data/Information Collection/Presentation (May – September)

With the Notice of Intent distributed, staff will start collection of background information and data on the location.

Community Communication (Ongoing)

To keep the community engaged, communication is important. An economic development webpage may be established on the current Township website. It would provide information about the Township including demographic and economic data, description of the Opportunity Zone, and information about

Conceptual Subplan for East Side of Township
-Planning Commission-Study Session

special projects such as this effort. The project may also utilize the Township Facebook page for additional dissemination of information and contact with local media outlets.

Community Engagement - Open House (May)

Community engagement will be a series of meetings to gauge the needs and desires of business owners, residents, property owners and others for the area. The first part of community engagement will be a community open house which will function as the kick-off event. The open house will provide project overview, confirm initial goals and objectives for the project area, discuss emerging trends and the importance of placemaking and what that idea means for Garfield Township, review current land use physical conditions of the area and current zoning districts, solicit input on the land uses and physical characteristics desired for the corridor, and review the roles that local, county, and state agencies exercise in managing the current and future development of the area.

Community Education Series (June – August)

To prepare and update the community on planning and economic trends, a community education series may be considered. The series would consist of key speakers with knowledge on key subjects. Potential subjects may include:

- Urban Design. A discussion on new development concepts, such as a town center, that provide a more sustainable, valuable land use pattern for communities.
- Local Government Financing Options. A presentation on how the Township may utilize various funding mechanisms to develop public infrastructure that supports development.
- Local and Regional Economic Trends. A review of current demographic and market trends facing the Township and region and the implication of those trends.

Community Engagement – Focus Groups (Optional) (June – August)

Follow-up community input meetings may be held utilizing a focus group format. The subjects for the focus groups would be determined based on the results of the community open house.

Community Engagement - Vision Workshop (September)

Once input is gathered and information and ideas are synthesized, there will be a need to develop a formal vision of the area. Utilizing a workshop format, development of a vision captures what community members most value about the area and the shared image of what they want the area to become.

Plan Development (September – October)

Following the community engagement period, a formal plan will be drafted that contains an overview of the process and existing conditions, narrative on four focus areas: businesses development, housing development, public and semi-public spaces, and mobility

Plan Presentation/Adoption (November - December)

Once complete, a draft plan will be presented for review and adoption. Adoption of the plan will be conducted in accordance with the Michigan Planning Enabling Act. The plan will be a subplan of the Township Master Plan.

Tentative Outline for Plan

The following outline provides an overview of how the plan will be formatted by section and content:

- 1) Introduction
 - a. Purpose of the Plan
 - b. Description of Planning Process

Conceptual Subplan for East Side of Township
-Planning Commission-Study Session

- 2) Vision
 - a. Vision Statement
 - b. Goals and Objectives
 - c. Implementation
- 3) Context/Existing Conditions
 - a. Built Environment
 - b. Demographics and Trends
 - c. Consistency with Existing Plans and Policy
 - d. Existing Land Use and Zoning
 - e. Environmental Conditions
- 4) Business Development
 - a. Existing Activity
 - b. Market Analysis
 - c. Strategies
 - d. Catalyst Projects
 - e. Redevelopment Opportunity Sites
- 5) Housing Development
 - a. Existing Conditions
 - b. Market Analysis
 - c. Strategies
 - d. Catalyst Projects
 - e. Redevelopment Opportunity Sites
- 6) Public and Semi-Public Spaces
 - a. Community Identity
 - b. Public and Semi-Public Spaces
 - c. Streetscapes
 - d. Activities and Events
- 7) Mobility
 - a. Existing Conditions and Forecasts
 - b. Pedestrian and Bicycle Facilities
 - c. Roadways
 - d. Transit
 - e. Access Management Overlay

ACTION REQUESTED:

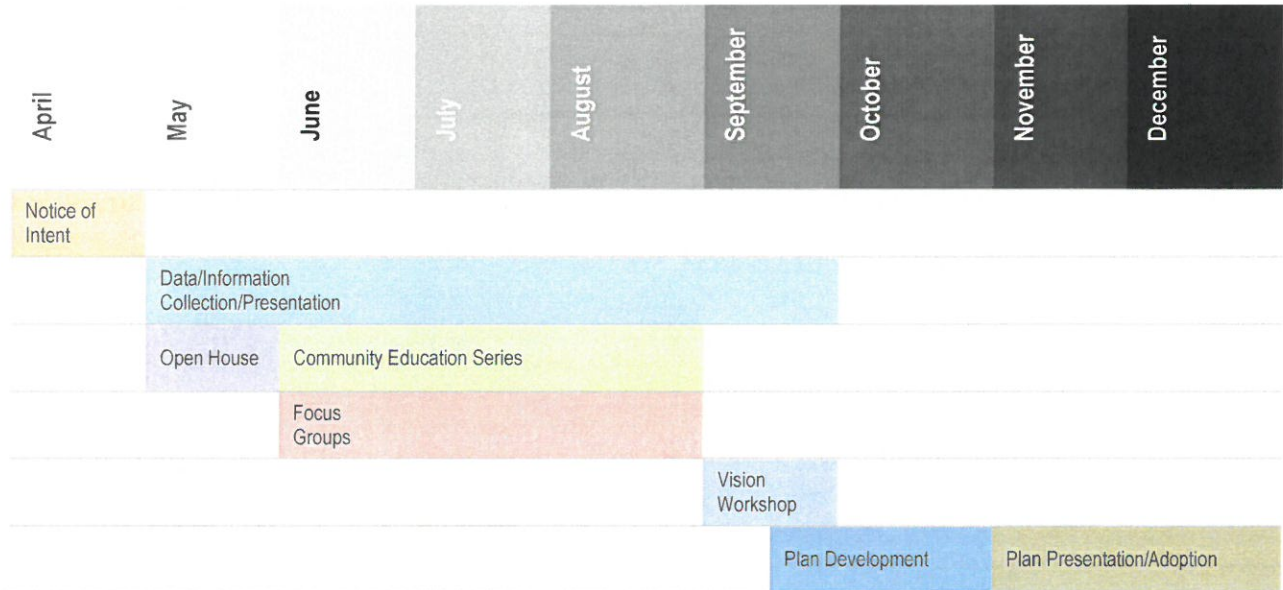
No action is requested. However, should the Planning Commission be amenable to the proposed planning process, staff would prepare a Notice of Intent to plan for consideration at the next meeting of the Planning Commission.

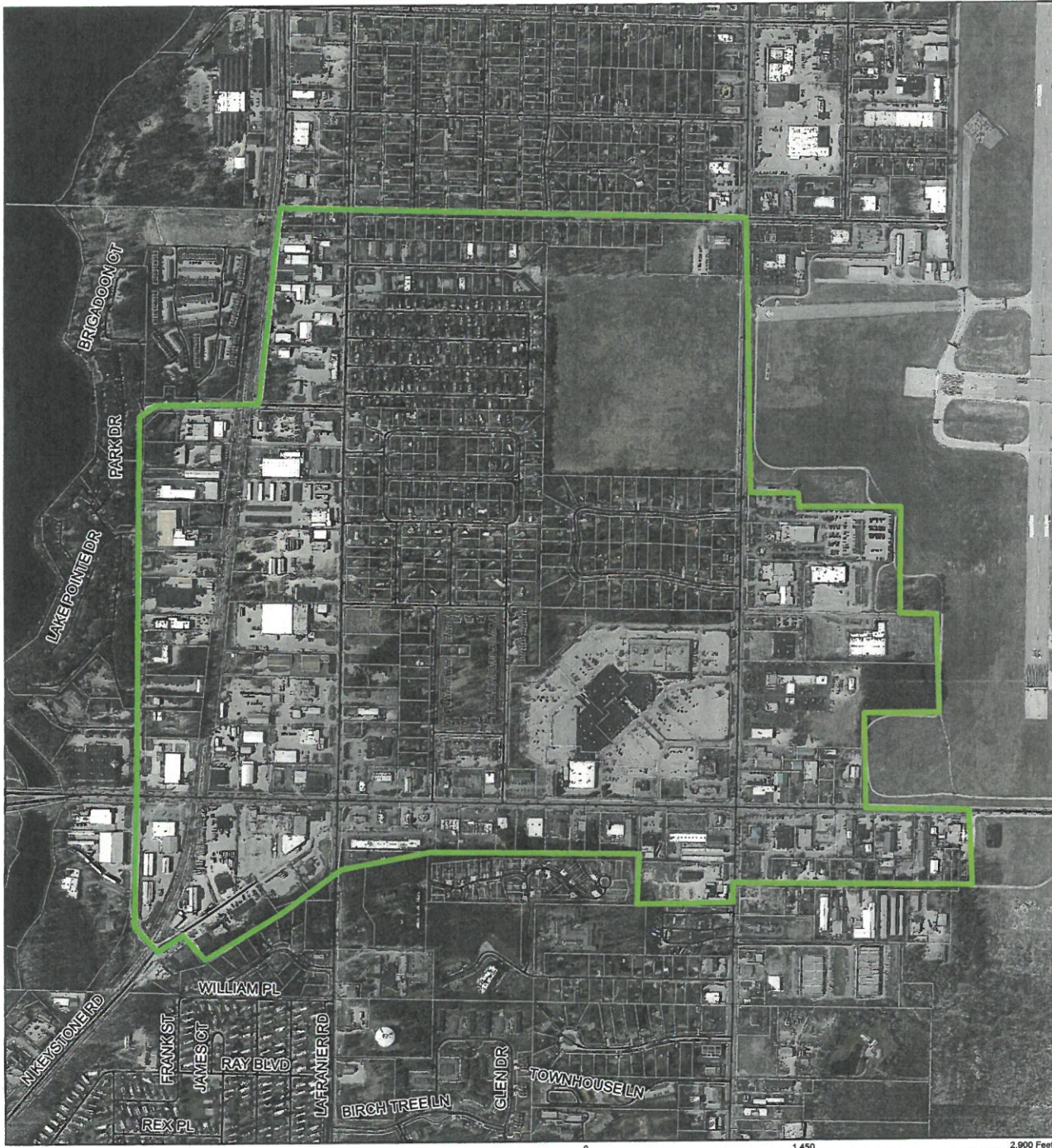
Attachments:

1. Draft Subarea Boundary Map

East Garfield Investment Plan

Draft Timeline April, 2019-December, 2019





Draft Subarea Boundary

Legend

- Draft Subarea Boundary
- Garfield Parcels 2018
- Garfield Roads 2017


This map is based on digital databases prepared by Garfield Township. The Township does not warrant, expressly or impliedly, that the information on this map is current or positionally accurate. Always contact a surveyor to be sure of where your property lines are located.

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NOT A LEGAL SURVEY

Garfield Township Planning Dept: 3/20/2019

 Charter Township of Garfield Planning Department Report No. 2019-33		
Prepared:	March 20, 2019	Pages: 2
Meeting:	March 27, 2019 Planning Commission – Study Session	Attachments: <input type="checkbox"/>
Subject:	Discussion of Possible Zoning Ordinance Text Amendments	

In follow-up to the joint meeting of the Township Board and Planning Commission on February 27, 2019, below are needed discussions by the Planning Commission on possible text amendments of the current Zoning Ordinance:

Noise Control related to Automobile Laundries

In relation to automobile laundries, a more appropriate way to address noise concerns is through the existing Township Noise Ordinance. However, as part of the development review process, the Planning Commission could require appropriate design measures to mitigate any potential noise emitted from an automobile laundry.

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.***

Discussion: The Planning Commission should consider removing the above-referenced text in italics from the Zoning Ordinance. The Planning Commission may further consider adding any additional protections for residential areas. For instance, a landscaping buffer or fence may be required when an automobile laundry is located adjacent to a residential area.

Wineries/Cideries

At the joint meeting, there was general support for agritourism businesses and activities in the Township with interest in averting any potential issues, including signage, special events, parking, and traffic. While there are many types of agritourism businesses, it may be helpful to start with wineries and cideries only at this time. Additional uses could be considered at a later time.

Discussion: Planning Commission may start its discussion on the definition of the uses, ideal locations with the Township to permit the uses, and the type of standards that may be applied to the use.

Golf Course Setbacks

While this item was not discussed as part of the joint meeting, it has come to the attention of staff that the setback requirement for golf course buildings may be excessive (see italic text below). Currently, Bay Meadows Family Golf Course is the only golf course in the Township impacted by this requirement. In 2002, 22 acres were split from Bay Meadows to create an adjacent residential development. With the newer Zoning Ordinance requirement, several variances have been sought and received to accommodate expansion of the clubhouse at Bay Meadows due to its proximity to the adjacent residential development formed in 2002. Understanding the intent of the setback requirement is to protect residential areas, golf

course club houses and golf courses actually blend well with residential uses due the scale of the structures and the low density of the overall development.

SECTION 749 GOLF COURSES AND COUNTRY CLUBS

A. REGULATIONS AND CONDITIONS

- (1) These regulations shall not include stand-alone golf-driving ranges and miniature golf courses.
- (2) The site area shall be a minimum of fifty (50) acres and have its main ingress and egress from a major thoroughfare, as classified on the Master Plan of Garfield Township.
- (3) Development features shall be so located as to minimize any possible adverse effects upon adjacent property. *All principal and accessory buildings, structures, and parking areas shall not be less than two hundred (200) feet from any property line of abutting residentially zoned land.*
- (4) Whenever a swimming pool is to be provided, said pool shall be located at least one hundred (100) feet from abutting residentially zoned property lines and shall be enclosed with a protective fence six (6) feet in height, with entry limited by means of a controlled gate.

Discussion: The Planning Commission should consider reducing or altering the setback requirement in the above-referenced text in italics from the Zoning Ordinance.

ACTION REQUESTED:

No formal action is requested. The above items are for discussion purpose only. Questions and further feedback can be directed towards Planning Department staff. Reports would be provided by staff at a later date should the Planning Commission have interest in formal consideration of a text amendment.