

CHARTER TOWNSHIP OF GARFIELD
VIRTUAL PLANNING COMMISSION MEETING

Wednesday, June 24, 2020 at 7:00 pm
Garfield Township Hall
3848 Veterans Drive
Traverse City, MI 49684
Ph: (231) 941-1620

The Wednesday, June 24, 2020 Planning Commission meeting at 7:00 pm will be held virtually due to COVID-19 and Governor Whitmer's Executive Order 2020-75: Temporary Authorization of Remote Participation in Public Meetings and Hearings. 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 Garfield Township Planning Commission Meeting on June 24, 2020 at 7:00 pm

Please click the link below to join the webinar:
<https://us02web.zoom.us/j/87570011193>

Or iPhone one-tap :

US: +13017158592,,87570011193#

Or Telephone:

Dial:

US: +1 312 626 6799

Webinar ID: 875 7001 1193

International numbers available: <https://us02web.zoom.us/j/87570011193>

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** – June 10, 2020
4. **Correspondence**
5. **Reports**
 - a. Township Board
 - b. Planning Commissioners
 - c. Staff Report
6. **Unfinished Business**
 - a. PD 2020-97 – Redevelopment Ready Communities – Self-Evaluation
 - b. PD 2020-98 – Zoning Ordinance Use Chart Project – Update
7. **New Business**
 - a. PD 2020-77 – Requirements for Siting Solar Energy Systems – Discussion
 - b. Sidewalks near North Long Lake Road, Zimmerman Road, & TC West Senior High
8. **Public Comment**
9. **Other Business**
10. **Items for Next Agenda – July 8, 2020**
 - a. Oakleaf Village PUD FOF
 - b. Village at LaFranier Woods PUD Final
 - c. Chick-fil-A SUP Update
 - d. 3077 Garfield Conditional Rezoning Update
 - e. 4051 Cedar Run Rezoning – Withdrawal
 - f. Wendy's SPR
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
VIRTUAL PLANNING COMMISSION MEETING
June 10, 2020**

Call Meeting to Order: Chair Racine called the meeting to order at 7:00 pm via the ZOOM application.

Pledge of Allegiance

The Pledge of Allegiance was recited by all in attendance.

Roll Call of Commission Members:

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

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

1. Public Comment (7:01)

Pastor Carey Waldie commented that his church building for which the Planning Commission issued a permit is about half done.

2. Review and Approval of the Agenda – Conflict of Interest (7:05)

Cline moved and Fudge seconded to approve the agenda as presented.

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

Nays: None

3. Minutes (7:06)

a. May 27, 2020

Duell moved and Fudge seconded to adopt the minutes of May 27, 2020 as presented.

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

Nays: None

4. Correspondence (7:07)

A letter included in packets dated June 4, 2020 from Michael DiCarlantonio regarding the Village of Oakleaf application

5. Reports (7:08)

Township Board Report

Duell reported that the board passed the Barlow Garfield Neighborhood Plan and the new fee schedule with the exception of the Parks Facility Reservations and the ZBA fees. Those will be remanded back to the committees for discussion.

Planning Commissioners

None

Staff Report

Sych congratulated the Planning Commission and Board for adopting the Barlow Garfield Neighborhood Plan.

6. Unfinished Business**a. PD 2020-90 Oakleaf Village PUD PH (7:11)**

This application proposes a Planned Unit Development for senior living at 5143 North Long Lake Road. The property is 52.56 acres. The property is currently undeveloped land and is zoned A- Agricultural. Phase one would include 154 units including a building housing 50 independent living apartments, 60 assisted living units and 24 memory care units. There would also be 20 independent living detached villas and a maintenance building. Phase two would be 75 units and would include 33 detached single family homes and an addition to the adult care facility. Michael DiCarlantonio said the use is harmonious with those on adjoining properties. Phase two would have 33 single family homes, lots of open space and room for amenities which include a pond. Two entrances are proposed – one off of Long Lake Road and another off of a connection to Zimmerman Road at which location a traffic light is proposed. Sych said that based on staff analysis, the PUD is congruent to the surrounding land uses. Racine opened the Public Hearing at 7:17pm.

Elizabeth Pomeroy commented on the buffers and opening the dead end road. She shared concerns with traffic in her subdivision.

Greg Matyas of Colonial Drive commented on proposed buildings and property values in the vicinity and is also not in favor of the entrance off of Colonial Drive.

Richard Kelley commented on a left turn lane off of Long Lake Road.

Racine closed the Public Hearing at 7:24pm.

DiCarlantonio commented that any required buffers would be consistent with the ordinance and that any connectivity and extra left hand turn lanes were up to the Road Commission. John Urbain commented on the connectivity issue and thought it was what the residents wanted and went on to say that any low density residential use would create more traffic than this proposed project. The stub was placed there as a dead end for future connectivity and was a condition of approval of the original project for a future connection. Commissioners discussed the project and the phases as well as the connections and thought that traffic impacts on both Long Lake and Zimmerman need to be determined. Possible sidewalks and trash enclosures were also discussed. Elizabeth Pomeroy in a chat mode said that commissioners may want to consider implications of cut through traffic on the development. The applicant will gather information regarding the traffic impacts and subsequently, Staff will prepare Findings of Fact if information is received in a timely fashion.

Duell moved and DeGood seconded to direct Staff to prepare Findings of Fact for Preliminary Review of PUD application 2020-01 for consideration at the July 8, 2020 Regular Meeting of the Planning Commission.

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

b. PD 2020-89 3479 Veterans C-O Rezoning FOF (8:12)

This application requests the rezoning of one parcel at 3479 Veterans Drive, totaling 1.93 acres, from the R-1 One family Residential zoning district to the C-O Office Commercial zoning district via the zoning map amendment process, without restriction. The corridor contains different uses such as the VFW, Metro Fire, Garfield Township Hall, offices and single family homes. Proposed Findings of Fact are now presented. Hannon provided an overview of the rezoning request noted how the proposed rezoning is consistent with adjacent land uses. Discussion took place on whether the entire parcel should be rezoned.

Fudge moved and Cline seconded THAT the Findings of Fact for application Z-2020-04, as presented in Planning Department Report 2020-89 and being made a part of this motion, BE ADOPTED.

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

Fudge moved Cline seconded to recommend to the Township Board THAT application Z-2020-04 BE APPROVED.

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

c. PD 2020-91 3077 Garfield Conditional Rezoning Update #2 (8:26)

This application requests conditional rezoning of a portion of Parcel #05-014-077-00 at 3077 Garfield Road. The subject lands are approximately a 2.85 acre parcel and was brought forward by the applicant. This request would conditionally rezone part of the site from the C-G General Commercial to I-G General Industrial. Any conditions of the rezoning are voluntarily made by the applicant and the underlying zoning is always kept in place. Staff indicated that they were still waiting on the applicant until further action could be taken.

Duell moved and Fudge seconded THAT application Z-2020-0, submitted by Premier Space Solutions for the conditional rezoning of a portion of Parcel 05-014-077-00 BE FURTHER TABLED until the applicant submits updated application materials to address outstanding items.

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

d. PD2020-87 Chick-fil-A SUP Update #2 (8:29)

Progressive AE is requesting approval of a Special Use Permit for a proposed 4,998 square foot restaurant with seating for 110 inside the building and 12 outside at the patio. There will be parking for 71 vehicles and a drive-through window that could accommodate 32 cars. Drive-through businesses uses are permitted via Special Use Permit in the C-G General Commercial District. Sych said that the applicant requests to further table the application pending information pertaining to the ingress and egress.

DeGood moved and Cline seconded THAT application SUP-2020-01, submitted by Progressive AE, for a Special Use Permit for a drive-through restaurant at parcels 05-016-002-10 and 05-016-007-10 BE FURTHER TABLED until the ingress and egress agreements are in place between the applicant, Walgreens and Memorial Gardens.

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

7. New Business

None

8. Public Comment (8:32)

None

9. Other Business (8:33)

None

10. Items for Next Agenda – June 24, 2020 (8:18)

- a. **Redevelopment Ready Communities – Self-Evaluation**
- b. **Zoning Ordinance Use Chart Project - Update**
- c. **Requirements for Siting Solar Energy Systems – Discussion**
- d. **Review of Sidewalks along North Long Lake Road**


Commissioners had a short discussion on restaurants and zoning as it pertains to outdoor spaces.

11. Adjournment

Fudge moved and Robertson seconded to adjourn the meeting at 8:25pm.

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

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

		Charter Township of Garfield	
		Planning Department Report No. 2020-97	
Prepared:	June 17, 2020	Pages:	2
Meeting:	June 24, 2020 Planning Commission	Attachments:	<input checked="" type="checkbox"/>
Subject:	Redevelopment Ready Communities – Self-Evaluation		

BACKGROUND:

Planning Commissioners discussed the Redevelopment Ready Communities (RRC) program at their May 27, 2020 study session. Staff gave an overview of the RRC program, reasons why the Township should consider engaging in RRC, the potential benefits for Garfield Township, and an overview of the process. If the Township engages in RRC, then Staff will be working with officials from the Michigan Economic Development Corporation (MEDC) which oversees the program.

The Planning Commission directed Staff to complete the Self-Evaluation form, which is one of the three required steps for engagement in the RRC program. Staff also conducted phone interviews with officials from the City of Traverse City, Village of Kingsley, and Cascade Charter Township (Kent County) to see how other communities have fared going through the process.

SELF-EVALUATION:

The complete self-evaluation is included as an attachment to this report. Major findings from the report include those listed below. MEDC staff will also complete an evaluation of the community and provide their own feedback, including on all aspects of RRC beyond what is addressed in the Self-Evaluation.

Best Practice #1 – Community Plans and Public Outreach

The current Township Master Plan was originally adopted on September 25, 2018 and was most recently updated with the adoption of the Barlow Garfield Neighborhood Plan on June 9, 2020. The annual report from the Planning Commission to the Township Board includes information on the master plan progress. If the Township engages with the RRC program, next steps may include looking at a TIF plan or corridor plan to help implement the Barlow Garfield Neighborhood Plan, creating a Capital Improvements Plan to anticipate projects and improvements over a 6-year period, and creating a Public Participation Strategy to ensure consistent engagement of stakeholders.

Best Practice #2 – Zoning Regulations

The Township Zoning Ordinance is generally user-friendly and is available in hard copies at convenient locations. Staff and the Planning Commission will continue to work on Zoning Ordinance updates. The Township has a Complete Streets resolution adopted in 2013.

Best Practice #3 – Development Review Process

Garfield Township has in-house staff engaged in aspects of development reviews including the Planning, Zoning, and Building departments, and coordinates with other outside entities. The Township defines and offers a conceptual review process for applicants. One potential action area for the Township is tracking of projects through the site plan review and permitting/inspections process. The Township also has many of the components of a “Guide to Development” including forms, meeting schedules, submittal deadlines, and fee schedules, but should consider creating a formalized Guide to Development and updating forms to allow for fillable PDFs or online submittal of information.

Best Practice #4 – Recruitment and Education

The Township has a Board Appointment Policy and application form outlining expectations and desired skill sets for open board and commission seats. The Township should consider creating more formalized orientation packets for board and commission members and tracking training opportunities and attendance at training events. Communication methods between elected and appointed officials and Staff includes Staff and commissioners providing regular updates to the Township Board. The Township Board has a representative on each commission as well, who reports back to the Township Board.

Best Practice #5 – Redevelopment Ready Sites

The Township would need to create a list of priority Redevelopment Ready Sites. This list may include some parcels that have been identified as economically underperforming, such as Cherryland Center, and other parcels identified for redevelopment opportunities. The Township has identified some tools that can help facilitate redevelopment such as the PUD and C-P flexible regulations in the Zoning Ordinance and the Opportunity Zone, but should also explore other tools such as TIF and Brownfield funding.

Best Practice #6 – Community Prosperity

Garfield Township should create an Economic Development Strategy and Marketing Strategy and should strongly consider coordinating with regional partners on these projects, given the interdependent regional economy and the strong brand of the Grand Traverse region outside the area. Working with partners from around the region will help to ensure the Township and region enhance one another in terms of economic development and marketing efforts. An updated Township website with a user-friendly format, graphic design changes, and photos from the community would also help with marketing efforts.

NEXT STEPS:

At this point, if the Planning Commission believes that it is worthwhile to engage the RRC process, then the next logical step would be to review the Self-Evaluation and suggest any additional information that needs to be included or changed. If the Planning Commission is satisfied with the Self-Evaluation, then the next step would be to forward the Self-Evaluation to the Township Board. The following motion is suggested to that effect:

MOTION THAT the Redevelopment Ready Communities Self-Evaluation Form, attached to PD Report 2020-97 BE FORWARDED for its consideration by the Garfield Township Board of Trustees at their July 14, 2020 meeting.

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

Attachments:

1. RRC Self-Evaluation

RRC SELF-EVALUATION



A tool for Michigan communities
seeking RRC certification

MICHIGAN ECONOMIC
DEVELOPMENT CORPORATION

RRC SELF-EVALUATION FORM

The Redevelopment Ready Communities' (RRC) best practices self-evaluation is a tool for communities seeking RRC certification¹. Any community looking to formally engage in the program must completely fill out¹ the self-evaluation to demonstrate that they are taking proactive steps to achieve certification. Communities who do not plan to pursue RRC certification can also use the self-evaluation document as a guide to measure and improve local development processes.

This tool should be used to determine which of the [RRC best practices](#) are being met, and those that are not. It can act as a guide to identify action items, and as a work plan to assign tasks and deadlines to accomplish evaluation criteria. Though the self-evaluation guide does assist communities to measure themselves to the RRC best practices, a community can only receive RRC certification through a formal evaluation by RRC staff.

Ideally, the self-evaluation is completed with input from all parties involved in development. A successful approach often involves an internal team including the manager or supervisor and staff from the planning, building, zoning, and economic development departments.

The following are instructions for completing the self-evaluation;

- Collaborate with all necessary departments to ensure the self-evaluation process goes smoothly.
- Review each criteria and check the box designating completion.
- Add a description in the comment box explaining how the criteria is being met, or if it is not, how the community plans to meet it.
- For completed tasks, provide a link and/or documentation of the work in the comments section. Attaching documents to an email is also acceptable.
- Identify next steps, key stakeholders and time lines to complete missing criteria.

The self-evaluation guide is broken up for each of the six best practices. Please refer to the RRC best practices document and follow along for maximum efficiency. If during the self-evaluation process something is unclear or a question arises, contact your [CA Team specialist](#).

¹ Self-evaluations should be thoroughly completed and as detailed as possible. Completing a self-evaluation indicates that the community has filled out all sections in the self-evaluation. It does not mean that the community has to meet all of the criteria prior to formal engagement in the program.

BEST PRACTICE ONE: Community plans and public outreach

Community name: Charter Township of Garfield	
Name of person (s) completing self-evaluation: Stephen Hannon, AICP - Deputy Planning Director	
MASTER PLAN	
1	When was your <u>master plan</u> last updated? Last updated on 2020-06-09 with subplan adopted as an amendment (Master Plan originally adopted 2018-09-25) Please provide a master plan PDF or web link: http://www.garfield-twp.com/downloads/2018_adopted_garfield_township_master_plan_with_bgnp.pdf
2	Does your community annually report on the master plan's progress to the governing body? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Describe when and how your community annually reports on master plan progress? The Planning Commission, with the assistance of Planning Department staff, prepares an annual report on its activities for the Township Board. This report discusses master plan progress, development reviews, zoning ordinance updates, and other planning activities.
3	When will you next update your master plan? The subplan was just adopted in June 2020; future amendments may be identified in annual report

DOWNTOWN PLAN AND CORRIDOR PLAN (if applicable)	
1	Do you have a downtown plan and/or a DDA/TIF plan? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please provide a downtown plan and/or DDA/TIF PDF or web link: N/A
2	When will you next update your downtown plan? N/A
3	Do you have a corridor plan? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please provide a corridor plan PDF or web link: N/A
4	When do you estimate you will adopt or update your corridor plan? N/A

CAPITAL IMPROVEMENTS PLAN	
1	Has the governing body adopted a <u>capital improvements plan (CIP)</u> detailing a minimum of six years of projects and improvements? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please provide a PDF or web link: N/A
2	Is the CIP reviewed annually? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, when: N/A
3	When do you estimate you will adopt or update your CIP? The CIP needs to be created and adopted



BEST PRACTICE ONE: Community plans and public outreach

PUBLIC PARTICIPATION						
1	Does your community have a documented public participation strategy for engaging a diverse set of community stakeholders?	<table border="1"> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </table>	Yes	No	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Yes	No					
<input type="checkbox"/>	<input checked="" type="checkbox"/>					
	If yes, please provide a PDF or web link: <input type="text" value="N/A"/>					
2	Describe recent public engagement efforts in your community: <div style="border: 1px solid black; padding: 5px;">For the Barlow Garfield Neighborhood Plan, public engagement included a public input session with a visual preference survey, on-line version of the visual preference survey, an informational session with Bob Gibbs (planning and urbanism expert), and a mailed survey to property owners in the neighborhood.</div>					
3	Are third party consultants required to follow the public participation strategy?	<table border="1"> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Yes	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Yes	No					
<input checked="" type="checkbox"/>	<input type="checkbox"/>					
4	What basic methods have your community used? <input checked="" type="checkbox"/> Open Meetings Act <input checked="" type="checkbox"/> Local cable notification <input checked="" type="checkbox"/> Flier posting on community hall door <input checked="" type="checkbox"/> Newspaper posting <input type="checkbox"/> Postcard mailings <input checked="" type="checkbox"/> Announcements at governing body meetings <input checked="" type="checkbox"/> Website posting <input type="checkbox"/> Attachments to water bills					
5	What proactive methods have your community used? <input checked="" type="checkbox"/> Individual mailings <input checked="" type="checkbox"/> Focus groups <input type="checkbox"/> One-on-one interviews <input type="checkbox"/> Charrettes <input type="checkbox"/> Social networking <input type="checkbox"/> Crowd-sourcing <input checked="" type="checkbox"/> Community workshops <input type="checkbox"/> Canvassing					
6	How does your community track the success of community engagement efforts? <div style="border: 1px solid black; padding: 10px;">This is not yet determined and should be included in the public participation strategy.</div>					
7	How does your community share the results of public participation processes? <div style="border: 1px solid black; padding: 10px;">For the Barlow Garfield Neighborhood Plan, results of public engagement were posted on the project page on the Township website and were included as appendices in the final plan document. Updates on the plan process were provided in the Township's quarterly newsletter to Township residents and in announcements to the Township Board.</div>					
8	Please list your key stakeholders for public participation: <div style="border: 1px solid black; padding: 10px;">This is not yet determined and should be included in the public participation strategy.</div>					



RRC SELF-EVALUATION FORM

BEST PRACTICE TWO: Zoning regulations

ZONING REGULATIONS			
1	Please provide your community's zoning ordinance PDF or web link:	http://www.garfield-twp.com/zoningord.asp	
2	Has the community reviewed the master plan's zoning plan to determine if changes to the zoning map or ordinance text are necessary to implement the master plan vision?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
3	Has the community reviewed the zoning district intent statements to ensure they reflect the master plan's land-use recommendations?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
4	Does your community have a complete streets policy ?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Please provide PDF or web link: http://www.garfield-twp.com/downloads/201301t_complete_streets.pdf		
5	Is the zoning ordinance user-friendly, portraying clear definitions and requirements?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
6	Is the zoning ordinance available in hard copies at convenient locations?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
7	<p>Are there any key challenges or issues with your existing zoning code?</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>The Township has historically used the PUD process on many major developments. The underlying zoning would benefit from some additional tools and newer zoning innovations, which would allow for greater flexibility and reduce the reliance on PUD. Some information can be challenging to follow across different sections, and some greater consistency is needed in naming conventions.</p> </div> <p>What would be included in your next update?</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>The Township is working on creating a use chart and reviewing names and definitions of all uses for consistency. Other zoning updates in the near future may include the requirements and review process for wetland setbacks, solar arrays, and the sign ordinance.</p> </div>		
8	When do you estimate you will next update your zoning ordinance?	Process ongoing, likely to finish late 2020 or early 2021	



RRC SELF-EVALUATION FORM

BEST PRACTICE THREE: Development review process

DEVELOPMENT REVIEW PROCESS	
1	Are your planning and zoning services done: <input checked="" type="checkbox"/> in-house <input type="checkbox"/> contracted out? Name of consultant: <input style="width: 90%;" type="text" value="N/A"/>
2	Are your building services (i.e., plan review, inspections) done: <input checked="" type="checkbox"/> in-house <input type="checkbox"/> contracted out? Name of consultant: <input style="width: 90%;" type="text" value="N/A"/>
3	What departments/representatives engage in joint site plan reviews? <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> Garfield Township in-house departments include Planning, Zoning, and Building. Garfield Township has a consultant as our Engineer of Record. Outside agencies engaged in site plan review include regional fire authority, county road commission, county sheriff, the county public health department (for well and septic systems especially), the and county public works department (for municipal water and sewer). </div>
4	Where are internal development review roles, responsibilities and timelines documented? <input style="width: 95%;" type="text" value="These need to be more clearly documented and posted"/> Please provide a PDF or web link: <input style="width: 90%;" type="text" value="N/A"/>
5	Does the community define and offer conceptual site plan review meetings for applicants? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Please explain in detail or provide a PDF or web link: <input style="width: 95%;" type="text" value="http://www.garfield-twp.com/downloads/conceptual_development_review_application_form_1"/>
6	How does the community inform potential applicants of required application materials? <input checked="" type="checkbox"/> Posted online <input type="checkbox"/> Internal checklist <input type="checkbox"/> It's only in the zoning ordinance <input type="checkbox"/> Other
7	Does your community encourage applicants to solicit feedback from neighboring businesses, residents and/or community groups? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, please explain: <input style="width: 95%;" type="text" value="N/A"/>
8	Site plans for permitted uses are approved: <input checked="" type="checkbox"/> administratively <input type="checkbox"/> by the planning commission
9	How does community development staff coordinate with permitting and inspections staff to ensure a smooth and timely development process? <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> The Planning Department works with the applicant to ensure all conditions of approval, as needed, are met and documented in a Report and Decision Order (RDO) before the project can proceed to the permitting process. </div>



RRC SELF-EVALUATION FORM

BEST PRACTICE THREE: Development review process

10	<p>What kind of tracking mechanism does the community use for projects through the site plan review and permitting/inspections process?</p> <div style="border: 1px solid black; padding: 5px; background-color: #e0f2f1;"> <p>A more formal tracking mechanism needs to be developed.</p> </div>
14	<p>Who has your community identified and trained to perform project intake and point of contact responsibilities? <i>Responsibilities include: receiving and processing applications and site plans; maintaining contact with the applicant; facilitating meetings, processing applications after approval; and coordinating projects with permitting and inspections staff</i></p> <div style="border: 1px solid black; padding: 5px; background-color: #e0f2f1;"> <p>Planning department staff maintains contact with the applicant on specifics of the project including processing the application, reviewing for completeness, and working through the review process. Township administrative staff also send the applicant the meeting agendas and/or packets.</p> </div>
15	<p>Please list any challenges or key issues your community faces in regard to your development review process:</p> <div style="border: 1px solid black; padding: 5px; background-color: #e0f2f1;"> <p>Applicants have sometimes tried to proceed too quickly to the permitting process. There needs to be more clarification on the Report and Decision Order and how to meet all the conditions of approval before proceeding. This may be part of a future guide to development.</p> </div>

RRC SELF-EVALUATION FORM

BEST PRACTICE THREE: Development review process

GUIDE TO DEVELOPMENT					
1	Does your community maintain an online guide to development that explains policies, procedures, and steps to obtain approvals?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		
2	Which of the following does your community's online guide to development include? <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input checked="" type="checkbox"/> Relevant contact information <input checked="" type="checkbox"/> Relevant meeting schedules <input type="checkbox"/> Easy-to-follow step-by-step flowcharts <input checked="" type="checkbox"/> Conceptual meeting procedures <input checked="" type="checkbox"/> Relevant ordinances to review prior to site plan submission. <input checked="" type="checkbox"/> Site plan review requirements and application. <input checked="" type="checkbox"/> Clear explanation for site plans that can be approved administratively. </td> <td style="width: 50%; vertical-align: top;"> <input checked="" type="checkbox"/> Rezoning request process and application <input checked="" type="checkbox"/> Variance request process and application <input checked="" type="checkbox"/> Special land use request process and application <input checked="" type="checkbox"/> Fee schedule <input type="checkbox"/> Special meeting procedures <input type="checkbox"/> Financial assistance tools <input type="checkbox"/> Design guidelines and related processes <input checked="" type="checkbox"/> Building permit requirements and applications </td> </tr> </table>			<input checked="" type="checkbox"/> Relevant contact information <input checked="" type="checkbox"/> Relevant meeting schedules <input type="checkbox"/> Easy-to-follow step-by-step flowcharts <input checked="" type="checkbox"/> Conceptual meeting procedures <input checked="" type="checkbox"/> Relevant ordinances to review prior to site plan submission. <input checked="" type="checkbox"/> Site plan review requirements and application. <input checked="" type="checkbox"/> Clear explanation for site plans that can be approved administratively.	<input checked="" type="checkbox"/> Rezoning request process and application <input checked="" type="checkbox"/> Variance request process and application <input checked="" type="checkbox"/> Special land use request process and application <input checked="" type="checkbox"/> Fee schedule <input type="checkbox"/> Special meeting procedures <input type="checkbox"/> Financial assistance tools <input type="checkbox"/> Design guidelines and related processes <input checked="" type="checkbox"/> Building permit requirements and applications
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3	Does your community annually review the fee schedule?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		
	When was it last amended? <input style="width: 600px;" type="text" value="June 2020"/>				
4	Does your community accept credit card payments for services?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		
5	What are your key next steps to ensure the development review process meets the best practice criteria? <div style="border: 1px solid black; padding: 10px; margin: 5px 0;"> The Township needs to create its guide to development. The Township has much of the information listed above but a guide to development will help streamline the information and gather it all in one place. </div> Provide PDFs or web links to the documents listed above: <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> http://www.garfield-twp.com/forms.asp </div>				
6	Please list any challenges or key issues your community faces in regard to having an online guide to development: <div style="border: 1px solid black; padding: 10px; margin: 5px 0;"> Several of the Township's forms are outdated, and the website itself needs to be updated to a more modern and user-friendly format. </div>				



RRC SELF-EVALUATION FORM

BEST PRACTICE FOUR: Recruitment and education

NEW APPOINTED/ELECTED OFFICIALS						
1	Does the community outline expectations and <u>desired skill sets for open board and commission seats</u> ?	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Yes</td> <td style="padding: 2px;">No</td> </tr> <tr> <td style="text-align: center; padding: 2px;"><input checked="" type="checkbox"/></td> <td style="text-align: center; padding: 2px;"><input type="checkbox"/></td> </tr> </table>	Yes	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Yes	No					
<input checked="" type="checkbox"/>	<input type="checkbox"/>					
	If so, how: Board Appointment Policy: http://www.garfield-twp.com/downloads/1_1.pdf					
2	Are the applications for board and commission positions accessible online?	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Yes</td> <td style="padding: 2px;">No</td> </tr> <tr> <td style="text-align: center; padding: 2px;"><input checked="" type="checkbox"/></td> <td style="text-align: center; padding: 2px;"><input type="checkbox"/></td> </tr> </table>	Yes	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Yes	No					
<input checked="" type="checkbox"/>	<input type="checkbox"/>					
	If so, please provide web link: Application is part of the Board Appointment Policy: http://www.garfield-twp.com/downloads/1_1.pdf					
3	Does the community provide orientation packets to all appointed and elected members of development related boards and commissions?	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Yes</td> <td style="padding: 2px;">No</td> </tr> <tr> <td style="text-align: center; padding: 2px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 2px;"><input checked="" type="checkbox"/></td> </tr> </table>	Yes	No	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Yes	No					
<input type="checkbox"/>	<input checked="" type="checkbox"/>					
	If yes, please provide a list of all information provided in the orientation packet:					
	<p>There is no formal information packet, but the Planning Commission is provided with copies of the Township Master Plan and Zoning Ordinance. The Parks and Recreation Commission is provided with copies of the Township Parks and Recreation Master Plan and the Parkland Ordinance.</p>					
4	Does the community have an annual training budget allocated for elected and appointed officials and staff?	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Yes</td> <td style="padding: 2px;">No</td> </tr> <tr> <td style="text-align: center; padding: 2px;"><input checked="" type="checkbox"/></td> <td style="text-align: center; padding: 2px;"><input type="checkbox"/></td> </tr> </table>	Yes	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Yes	No					
<input checked="" type="checkbox"/>	<input type="checkbox"/>					
5	How does your community track attendance for trainings for staff, elected and appointed officials?					
	<p>Attendance at trainings needs to be more formally tracked.</p>					
6	How does your community identify training needs and trainings that assist in accomplishing stated goals and objectives?					
	<p>Planning Department staff is aware of regular trainings, especially through the Michigan Association of Planning (MAP), but other trainings may need to be identified. Webinars may be a good solution for commissioners who cannot frequently attend in-person trainings.</p>					
7	How does your community notify and encourage staff and elected and appointed officials to attend trainings?					
	<p>Staff maintains regular engagement with professional organizations including regular training opportunities. Training needs to be more formalized for appointed officials.</p>					

RRC SELF-EVALUATION FORM

BEST PRACTICE FOUR: Recruitment and education

COMMUNICATION						
1	How does the community share information between elected and appointed officials and staff?	Staff and commissioners provide regular updates to the Township Board. The Township Board has a representative on each commission.				
2	Does the community conduct collaborative work sessions and joint trainings on development topics?	<table style="float: right; border: none;"> <tr> <td style="border: 1px solid black; padding: 2px; text-align: center;">Yes</td> <td style="border: 1px solid black; padding: 2px; text-align: center;">No</td> </tr> <tr> <td style="border: 1px solid black; padding: 2px; text-align: center;"><input checked="" type="checkbox"/></td> <td style="border: 1px solid black; padding: 2px; text-align: center;"><input type="checkbox"/></td> </tr> </table>	Yes	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Yes	No					
<input checked="" type="checkbox"/>	<input type="checkbox"/>					
3	How is training information shared with those not in attendance?	Packets are sent to all board and commission members and all meetings are video recorded and posted on-line.				
4	Does the planning commission prepare an annual report for the governing body?	<table style="float: right; border: none;"> <tr> <td style="border: 1px solid black; padding: 2px; text-align: center;">Yes</td> <td style="border: 1px solid black; padding: 2px; text-align: center;">No</td> </tr> <tr> <td style="border: 1px solid black; padding: 2px; text-align: center;"><input checked="" type="checkbox"/></td> <td style="border: 1px solid black; padding: 2px; text-align: center;"><input type="checkbox"/></td> </tr> </table>	Yes	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Yes	No					
<input checked="" type="checkbox"/>	<input type="checkbox"/>					
If yes, please provide a PDF or web link:		http://www.garfield-twp.com/plansreports.asp				
5	Please identify any challenges or key issues your community has in regard to training or collaboration:					
Regular trainings need to be more formalized for appointed officials. There are opportunities to use the existing meeting structure. For example, the Planning Commission has expressed their interest in scheduling trainings during their study sessions (2nd meeting of the month).						

RRC SELF-EVALUATION FORM

BEST PRACTICE FIVE: Redevelopment Ready Sites®

REDEVELOPMENT READY SITES®						
1	Does the community maintain a list of priority sites?	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </table>	Yes	No	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Yes	No					
<input type="checkbox"/>	<input checked="" type="checkbox"/>					
2	Is this priority site information available to the public?	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </table>	Yes	No	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Yes	No				
<input type="checkbox"/>	<input checked="" type="checkbox"/>					
If yes, please provide PDF or web link: N/A						
3	Has your community developed a vision for the priority redevelopment sites that includes outcomes and specific development criteria?	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </table>	Yes	No	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Yes	No					
<input type="checkbox"/>	<input checked="" type="checkbox"/>					
4	Has the community identified champions for the redevelopment site(s)?	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </table>	Yes	No	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Yes	No					
<input type="checkbox"/>	<input checked="" type="checkbox"/>					
5	Has the community deemed their priority redevelopment sites controversial?	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </table>	Yes	No	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Yes	No				
<input type="checkbox"/>	<input checked="" type="checkbox"/>					
If yes, how has the community required or provided additional public engagement: N/A						
6	Has the community identified negotiable development tools, resources and financial incentives for prioritized redevelopment sites?	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </table>	Yes	No	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Yes	No				
<input type="checkbox"/>	<input checked="" type="checkbox"/>					
If yes, how is the availability of these tools, resources and incentives made available to the public: The Township needs to create a list of prioritized redevelopment sites, but there are tools available and these are explained on the Township website. The Township has used PUD for complex developments, includes flexibility in uses in the C-P Planned Shopping district, and includes information on the Opportunity Zone on the website.						
7	Has your community assembled a "Property Information Package" (PIP) for at least one of your community's redevelopment sites—which includes or identifies the criteria listed in the best practices?	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </table>	Yes	No	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Yes	No					
<input type="checkbox"/>	<input checked="" type="checkbox"/>					
8	If your community has compiled a PIP, how is it actively marketed? N/A					
9	Please describe any challenges or key issues related to redevelopment sites in your community: The Township completed the Barlow Garfield Neighborhood Plan which provides a vision and development guidelines for an area of the Township in need of redevelopment. Part of implementing this plan will include developing the list of prioritized redevelopment sites, including the Cherryland Center mall, and determining how to use redevelopment tools such as TIF or Brownfield funding.					



RRC SELF-EVALUATION FORM

BEST PRACTICE SIX: Community prosperity

ECONOMIC DEVELOPMENT STRATEGY			
1	Does your community have an approved economic development strategy ?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	If yes, please provide a PDF or web link: N/A		
2	Does your community annually report progress made on the economic development strategy to the governing body?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
3	Did your community participate in the development of your regional economic development strategy?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
MARKETING AND PROMOTION			
1	Does your community have a marketing strategy ?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	If yes, please provide a PDF or web link: N/A		
2	Please explain how your community coordinates marketing efforts with local, regional and state partners: <div style="border: 1px solid black; padding: 5px; background-color: #E0F0E0;">The Township is seeking to more actively coordinate with partners on marketing initiatives.</div>		
3	Please explain any challenges or key issues your community has regarding marketing and promotion: <div style="border: 1px solid black; padding: 5px; background-color: #E0F0E0;">Garfield Township lacks a strong community identity. It is often identified as next to Traverse City, with all postal addresses listed as Traverse City. An updated website with a user-friendly format, graphic design that promotes a strong brand, and a variety of photos of the community would help with any marketing and promotion efforts.</div>		
WEBSITE			
1	Does your community's website contain or link to the following planning, zoning and development information:		
	<input checked="" type="checkbox"/> Master plan and amendments <input type="checkbox"/> Downtown plan <input type="checkbox"/> Corridor plan <input type="checkbox"/> Capital improvements plan	<input checked="" type="checkbox"/> Zoning ordinance <input type="checkbox"/> Guide to Development <input checked="" type="checkbox"/> Online payment option <input type="checkbox"/> Partner organizations	<input checked="" type="checkbox"/> Board and commission applications <input type="checkbox"/> Property information packages <input type="checkbox"/> Economic development strategy




RRC SELF-EVALUATION FORM

I certify that the RRC self- evaluation has been completed accurately.

Signature

Now that you have completed the RRC self-evaluation, here are the next steps to become formally engaged in the program:

- Representative from your community attends all six of the [RRC best practice training series sessions](#).
- Email this completed form to your [CATeam specialist](#).
- Governing body adopts a resolution of intent to participate in the RRC program.

 Charter Township of Garfield Planning Department Report No. 2020-98			
Prepared:	June 17, 2020	Pages:	1
Meeting:	June 24, 2020 Planning Commission	Attachments:	<input checked="" type="checkbox"/>
Subject:	Use Chart Project – Update		

OVERVIEW:

At the May 27, 2020 study session, Staff gave the Planning Commission an overview of a proposed use chart as an update to the Zoning Ordinance. Benefits of the use chart include easier comparison of which uses are allowed in each district, clearer communication, consistent regulations, and easier future updates to the Zoning Ordinance. Staff gave six guiding principles for creating a use chart:

1. Every use should have a clear and concise name.
2. Every use should have a clear and concise definition.
3. All uses permitted within a zoning district should be described in the Section for that district.
4. All special conditions or regulations for a specific use should not be listed in Article 3.
5. The use chart should fit within landscape view on an 8 ½” x 11” sheet of paper.
6. Each district Section should fit front-to-back in portrait view on an 8 ½” x 11” sheet of paper.

For the first update on this project, Staff has provided a chart of uses without a clear and concise name as an attachment to this report. Some common situations seen in this chart include the following:

- Uses listed with long descriptions which can be described by adding a definition to Article 2.
- Entries that list several different uses together, which can be resolved by listing each use separately. In several of these cases, there is already a definition for some of these uses in Article 2.
- Entries that list several examples of related uses, which can be resolved by naming categories of similar uses (e.g. major and minor) with the examples as part of a descriptive definition.
- Uses listed with a list of conditions which can be described in Article 7. In several of these cases, there is already a definition for the use in Article 2.

NEXT STEPS:

Next steps for the use chart project include the following:

- Determining names and definitions for different categories of retail.
- Determining names and definitions for different park types in the P-R Park-Recreation District.
- Adding definitions for those uses currently lacking definitions.

ACTION REQUESTED:

This report is intended for information and discussion. No formal action is requested at this time.

Attachments:

1. Uses without a clear and concise name – chart

Uses without a clear and concise name


Definition currently exists in Article 2 (no highlight → definition does not currently exist in Article 2)

District	Current use name / description	Suggested name
R-1, R-2, R-3, R-R	Storage of travel trailer, camper, or other recreational vehicle	Outdoor Storage, Accessory Use
R-R	Keeping of horses for the personal use of residents of the property subject to § 752	Keeping of Horses, Personal
C-L	Dry Cleaning Establishment provided that only nonflammable and odorless cleaning fluid and solvent are used	Dry Cleaning Operation (Retail)
C-L	Dwellings, Commercial, provided such units are designed as an integral part of the commercial development and provided that the requirements cited in § 615 are met.	Limited Residential
C-L	Restaurant, provided that such establishments shall not include a drive-in or drive-through	Restaurant, without Drive-Through
C-L	Veterinary Hospital, provided the use is carried on within a fully enclosed building and contains no boarding facilities	Veterinary Hospital
C-L	Pet Shops provided they are completely enclosed and insulated from noise	Pet Shop
C-L	Printing, publishing, photographic reproduction and related trades & art uses not to exceed 2,400 square feet of gross building area	Printing or Publishing Enterprise
C-L	Business uses including complexes located on sites greater than one (1) acre and local shopping centers having a maximum of 10,000 gross square feet	Business Complex
C-L, C-O	Financial Institutions not including drive-through facilities	Financial Institution, without Drive-Through
C-L, C-O	Financial Institutions, Drive-Through, having a maximum of two (2) drive-through service lanes	Financial Institution, with Drive-Through
C-L	Gasoline Service Station - Convenience Store provided that the area of the C-L Zoning District, within which the use is located, is not less than four (4) acres and also subject to the standards of § 748.	Gasoline Service Station
C-O	Interior Decorating Shops provided no retail sales take place on the property	Professional Showroom
C-O	Dwellings, Commercial, provided such units are designed as an integral part of the commercial development and provided that the requirements cited in § 616 are met	Limited Residential
C-O	Off-Street Parking facilities, accessory to a permitted use in an adjacent commercial district	Parking Structure
C-O	Veterinary Hospitals, provided it is in a fully enclosed building and contains no boarding facilities	Veterinary Hospital
C-G	Miniature golf, trampoline, or similar public amusement	Outdoor Entertainment Center, Minor

District	Current use name / description	Suggested name
C-G	Printing, publishing, photographic reproduction, blueprinting and related trades and arts	Printing or Publishing Enterprise
C-G, C-H	Service and repair of motor vehicles, trailers, and boats	Vehicle Service Center, Major
C-G	Automobile Laundries provided that the site development requirements in § 712 are met	Car Wash
C-G	Open air business uses such as retail sales of plant material not grown on site, sales of lawn furniture, playground equipment and garden supplies provided non-plant materials are screened from public view.	Outdoor Sales, Minor
C-G	Outdoor Sales of new and used automobiles, trailers, boats, subject to the standards of § 765	Outdoor Sales, Major
C-G	Pet shops, veterinary hospitals, provided all birds and animals are kept entirely within an enclosed building at all times and contains no boarding facilities.	Pet Shop; Veterinary Hospital
C-G	Wholesale activities provided they are supplemental to retail sales and account for no more than forty percent (40%) of all merchant sales	Wholesaler
C-G	Drive-In Business or Drive-Through Business not otherwise identified above	Drive-In Business; Drive-Through Business
C-G	Free Standing Automobiles Laundries on lots of less than one hundred fifty (150) feet in width	Car Wash, Freestanding
C-G	Retail Fabricators, shops and establishments which fabricate merchandise primarily for retail sale, provided that such shop or establishment shall not employ more than ten (10) persons in the fabrication process in a twenty-four (24) hour period, and provided further that sixty percent (60%) of sales on the premises are retail	Retail Fabricator
C-H	Drive-in or Drive-Through Uses, excluding drive-in theaters	Drive-In Business; Drive-Through Business
C-H	Personal and business services excluding processing of physical materials	Personal Service Establishment
C-H	Gasoline Service Stations provided that the requirements of § 748 are met (a) Automobile and truck and trailer repair and sale of automotive accessories shall be permitted only as an accessory use to an automobile or truck service station and shall be conducted entirely within a wholly enclosed building.	Gasoline Service Station; Vehicle Service Center, Minor
C-H	Indoor Entertainment Center when located at least one hundred (100) feet from an adjacent residential district.	Indoor Entertainment Center
C-H	Automotive Dealerships, including outdoor sales lots provided that the requirements of § 765 are met	Outdoor Sales, Major
C-H	Recreational Facilities provided that the facility shall be accessed from a major thoroughfare as classified in the master plan	Recreational Facility

District	Current use name / description	Suggested name
C-P	Auditorium, assembly and indoor entertainment center.	Auditorium or Assembly Hall; Indoor Entertainment Center
C-P	Pet Shops provided they are completely enclosed and insulated from noise	Pet Shop
C-P	Restaurants and outdoor seating provided the area is delineated by a curb or similar barrier.	Restaurant, without Drive-Through
I-G, I-L	Auto Service, including: (a) Mechanics; (b) Body Shops; (c) Detailing; (d) Tire Sales and Service	Vehicle Service Center, Minor
I-G, I-L	Photographic reproduction, blueprinting, or related trades and arts	Printing or Publishing Enterprise
I-G, I-L	Public Areas, Public Parks, and Public and Private Conservation Areas	Public Space
I-G	Warehouses, including but not limited to:(a) Storage facilities for sand, gravel, stone, and contractor's equipment; (b) Small warehousing establishments, with totally enclosed storage; (c) Wholesale Operations; (d) Distribution Centers	Warehouse or Distribution Center; Wholesaler; Small Warehousing Establishment
I-G	Automobile showroom (indoor sales and display only)	Automobile Showroom
I-G, I-L	Central Dry Cleaning Plant provided there is no retail customer contact	Dry Cleaning Operation (Central)
I-G, I-L	Outdoor storage as principal use provided that the use is within a fenced and properly screened area	Outdoor Storage, Primary Use
I-G, I-L	Research and Design, provided there is no use of materials having high toxicity, radioactivity, or explosive properties, including but not limited to: (a) Engineering; (b) High Tech Research; (c) Trade or Industrial Schools; (d) Business Colleges; (e) Industrial, Research, or Business Park	Industrial / Research / Business Parks; High-Tech Research; Business College or Trade School
I-G	Accessory automobile sales related to principal mechanic and body shop uses, provided that no additional signage for the sale of the vehicles is permitted and that no more than three vehicles are permitted to be displayed for sale at any point.	Outdoor Sales, Accessory
I-G, I-L	Auto Service, including: (a) Automobile Laundries - See § 712; (b) Gasoline Service Stations - See § 748; (c) Oil Change Facilities	Vehicle Service Center, Major
I-G, I-L	Parking Facility (i.e. ramp; accessory to principal use)	Parking Structure
I-G	Processing Operations not otherwise identified in § 323(A) or (B)	Processing Operation
I-L	Warehouses, including but not limited to: (a) Small warehousing establishments, with totally enclosed storage; (b) Wholesale Operations; (c) Distribution Centers	Warehouse or Distribution Center; Wholesaler; Small Warehousing Establishment
I-L	Drive in theaters, race tracks, driving ranges - See § 736	Outdoor Entertainment Center, Major

District	Current use name / description	Suggested name
I-L	Fuel/Chemical/Hazardous Waste Storage as Principal Use - See § 744	Warehouse or Distribution Center, Hazardous Substances
I-L	Processing Operations not otherwise identified in § 324(A) or (B)	Processing Operation
A	Raising and keeping small animals such as poultry, rabbits, and goats	Keeping of Small Animals
A	Raising and keeping livestock, such as cattle, hogs, horses, ponies, sheep and similar livestock upon a lot having an area not less than ten (10) acres, except feeder lots	Keeping of Livestock
A	Stormwater containment on split-zoned properties to support non-agricultural uses provided Low Impact Development standards are used to the satisfaction of the Planning Commission and Township Engineer	Stormwater Containment, Non-Agricultural
A	Tenant house for full-time farm employees associated with the principal use of the property as an agricultural operation	Farm Tenant House
A	Game or Hunting Preserves operated for profit	Game or Hunting Preserve, Commercial
A	Golf Courses and Country Clubs, not including stand-alone golf-driving ranges and miniature golf courses, subject to § 749	Golf Courses and Country Clubs
A	Greenhouses and nurseries selling at retail on the premises	Greenhouse, Commercial
A	Raising of Fur Bearing Animals for profit	Keeping of Fur-Bearing Animals

		Charter Township of Garfield	
		Planning Department Report No. 2020-77	
Prepared:	June 16, 2020	Pages:	3
Meeting:	June 24, 2020	Attachments:	<input checked="" type="checkbox"/>
Subject:	Requirements for Siting Solar Energy Systems		

BACKGROUND:

Recently, there has been an increased interest in developing solar energy systems, particularly solar arrays, in the region. This recent activity is similar to the interest that developed for wind energy systems in the region about a dozen years ago. In response to that interest, the Township developed siting requirements for wind energy systems within the Zoning Ordinance.

PURPOSE:

To address this new interest in developing solar energy systems, this report looks at the current state of solar energy systems in Michigan, reviews the Township Zoning Ordinance, and provides an initial recommendation for consideration by the Planning Commission.

SOLAR ENERGY SYSTEMS IN MICHIGAN:

In 2016, the Michigan legislature amended the Clean and Renewable Energy and Energy Waste Reduction Act (PA 295 of 2008) with passage of PA 342 of 2016 requiring electric providers to achieve a renewable energy credit portfolio of at least 15 percent by 2021. According to a 2018 report by MSU Extension, the cost of electricity from solar has dropped by nearly 75 percent since 2009, and is expected to fall 66 percent further by 2040.

Michigan local governments are seeing increased activity among solar energy developers exploring options for solar energy generation and many communities are working to prepare their jurisdiction for development proposals. With the vision, goals and policies established in the master plan, it is the zoning ordinance that sets the legal standards for public and private entities when siting and permitting solar energy systems.

Unlike wind energy systems, solar energy systems have far fewer off-site impacts. Local objections to proposed solar installations typically focus on concerns that the installation will cause glare. Solar panels are flat and somewhat shiny, but they are designed to capture light and not reflect it. According to the National Renewable Energy Laboratory of the U.S. Department of Energy, modern solar panels reflect as little as two percent of incoming sunlight, about the same as water and less than soil or even wood shingles.

ESSENTIAL SERVICE FACILITIES - DEFINITIONS:

The Zoning Ordinance addresses power generating and transmission facilities along with telecommunication facilities as Essential Service Facilities. A wireless communication tower or wind energy conversion system is not considered an essential service and are addressed separately in the Ordinance. Section 201 of the Zoning Ordinance currently defines essential service facilities into the following two classifications:

Essential Service Facility, Major: Any essential service facility as defined herein that is not a routine or minor essential service facility.

Essential Service Facility, Minor: An essential service facility as defined herein which is not typically regarded as imposing on, or detrimental to, neighboring property; including, but not limited to:

1. Underground utility facilities such as water mains, sewer mains and lift stations, electrical, gas, cable television and broadband distribution lines and associated structures, transformers, switches and utility boxes that are designed to serve primarily Garfield Township.
2. Overhead pole-mounted electrical, telephone, cable television and broadband distribution lines and transformers, switches, utility boxes and other equipment associated with the services provided the height above grade of such facilities does not exceed the height restriction of the district.

ESSENTIAL SERVICE FACILITIES – SITING REQUIREMENTS:

Section 737 provides requirements for essential service facilities. Minor Essential Services are permitted by right in all zoning districts within the Township. Major Essential Service Facilities, because of their size or nature, are more likely to have an adverse impact on surrounding properties or the community as a whole. Major Essential Service Facilities may be permitted by special use permit in any zoning district.

PROPOSED DEFINITIONS:

Due to the minimal off-site impacts, creating regulations specifically for solar energy systems may not be necessary. A more innocuous use than wind energy systems, solar energy systems could easily be considered similar to a substation or water distribution tank in terms of off-site impacts.

Allowing small rooftop and ground mounted solar installations as accessory uses or as a use by right in all major zoning districts will streamline projects and minimize staff review time. Defining small scale solar energy systems will also clarify which systems do not require a zoning review prior to obtaining a building permit. Large, primary-use installations may lower costs and barriers to solar energy access for residents and businesses. Allowing these larger scale installations through a special use permit establishes a clear regulatory pathway.

There are two proposed definitions for solar energy systems:

Small Scale Solar Energy Systems: Small Scale Solar Energy Systems means an accessory use on a parcel for the purpose of producing electrical energy or other energy for the principal building by means of a solar collector or other solar energy device or a structural design feature mounted on a building or on the ground. Small Scale Solar Energy Systems shall only be an accessory use to a principal use. Small Scale Solar Energy Systems are considered a minor essential service.

Large Scale Solar Energy Systems: Large Scale Solar Energy Systems means a principal use of a property as a system to produce electrical energy for sale back into an electrical energy grid system and not primarily consumed on site. Large Scale Solar Energy Systems are considered a major essential service.

ADDITIONAL REQUIREMENTS:

In addition to the Special Use Permit requirements in Section 423, the following standards of Section 737 would still apply to all Large Scale Solar Energy Systems:

- (a) An applicant proposing a Major Essential Service Facility in a residential district shall demonstrate that there are no other feasible and prudent alternatives than to locate the Major Essential Service Facility in the proposed location. Furthermore, the applicant shall show that all reasonable efforts to locate the Major Essential Service Facility in an adjacent

zoning jurisdiction have proven impracticable or an incompatible land use as determined by the Planning Commission.

(b) All above ground major essential service facilities shall be located in conformance with the yard, lot width and lot area standards of this ordinance.

(c) With the exception of elevated water storage facilities and electrical transmission towers and poles, major essential service facilities shall not exceed the maximum height requirements of the zoning district in which they are located.

(d) Major essential service facilities located out-of-doors shall to the extent possible be screened from view from adjoining properties and from road rights-of-way.

(e) Equipment buildings intended to house major essential service facilities, such as well houses, pump buildings or equipment shelters, shall be constructed of face brick, decorative masonry, cement board or wood lap siding designed to resemble nearby structures. Provided, that a side of such equipment building that is not visible from a public right-of way, may be constructed of common cement block or metal panels, if further screened with evergreen landscaping.

(f) Any above ground Major Essential Service Facility shall be fully secured from unauthorized entry either by construction of the facility itself or through fencing which meets the requirements of this ordinance.

(g) Compliance with the Township Non-Motorized Plan is required.

(h) A Major Essential Service Facility located on a vacant parcel shall be considered the principal use of that parcel.

(i) An above ground Major Essential Service Facility which is fenced or which is housed in an equipment building shall include a sign placard of not more than two square feet which shall indicate the owner or operator's name, address and emergency contact information. In addition, such facilities may include any required hazard warning signage.

ABANDONMENT/DECOMMISSION REQUIREMENTS:

One consideration not currently provided for Major Essential Service Facilities is the requirements for abandonment and/or decommission of a facility. Abandonment/decommission occurs when a facility ceases to produce energy. Abandonment/decommission requirements indicate the appropriate action to be taken by the applicant and the Township.

RECOMMENDATION:

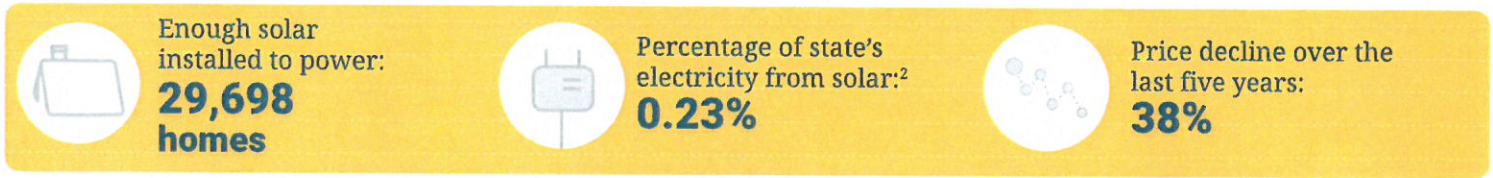
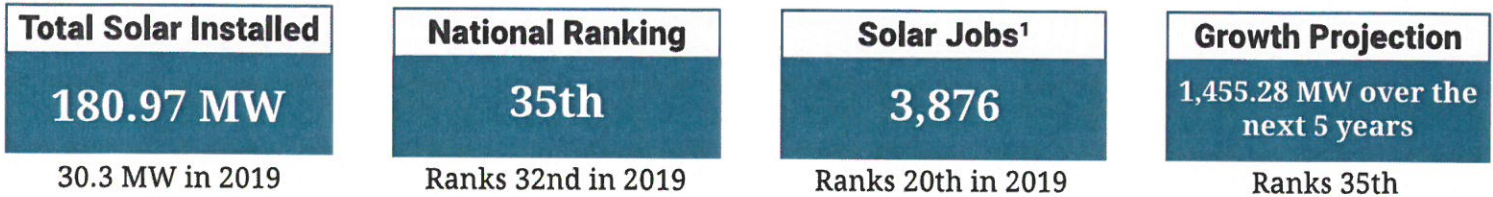
At this point, this information is being provided for review and discussion by the Planning Commission. Feedback by Planning Commissioners will determine next steps in drafting potential requirements for the siting of solar energy systems in the Township.

Attachments:

1. Profile of Michigan by Solar Energy Industries Association

Michigan

Key Figures



There are **254** solar companies operating in Michigan.³



85
Manufacturers



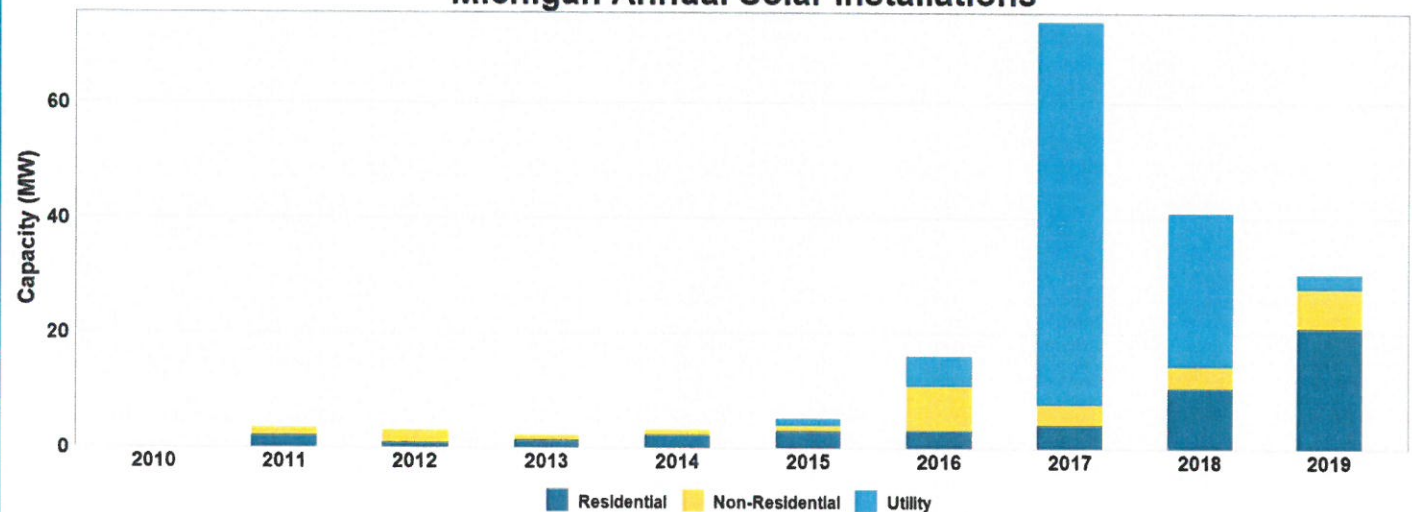
107
Installers/
Developers



62
Others

\$ The solar industry has invested **\$352.13 million** in Michigan, including **\$72.17 million** in 2019

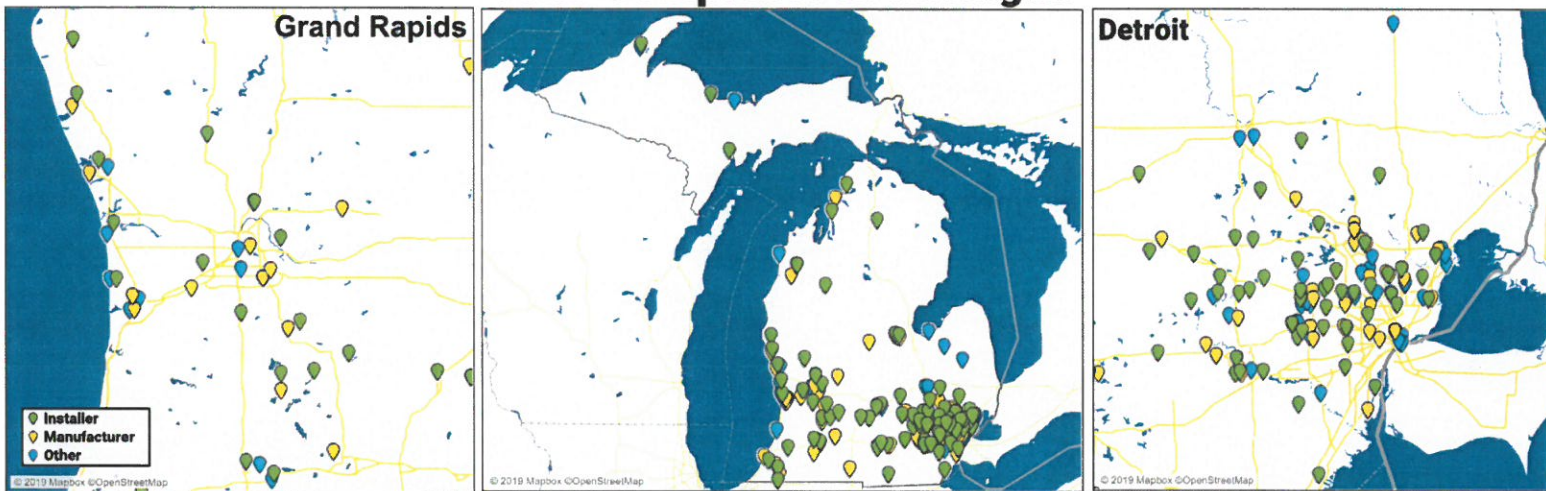
Michigan Annual Solar Installations



More information about solar energy in Michigan⁴

- Demille Solar Farm was developed by DTE Electric Company. This photovoltaic project has the capacity to generate 28.4 MW of electricity – enough to power over 4,448 Michigan homes.
- IKEA is one of the first major corporations to go solar in Michigan with its 1.22 MW project in Canton.
- At 19 MW, Turrill Solar Farm in Lapeer is among the largest solar installations in Michigan. Completed in 2017 by DTE Electric Company, this photovoltaic project has enough electric capacity to power more than 3,070 homes.

Solar Companies in Michigan



References

All data from SEIA/Wood Mackenzie Power & Renewables, Solar Market Insight[®] unless otherwise noted: <https://www.seia.org/smi>

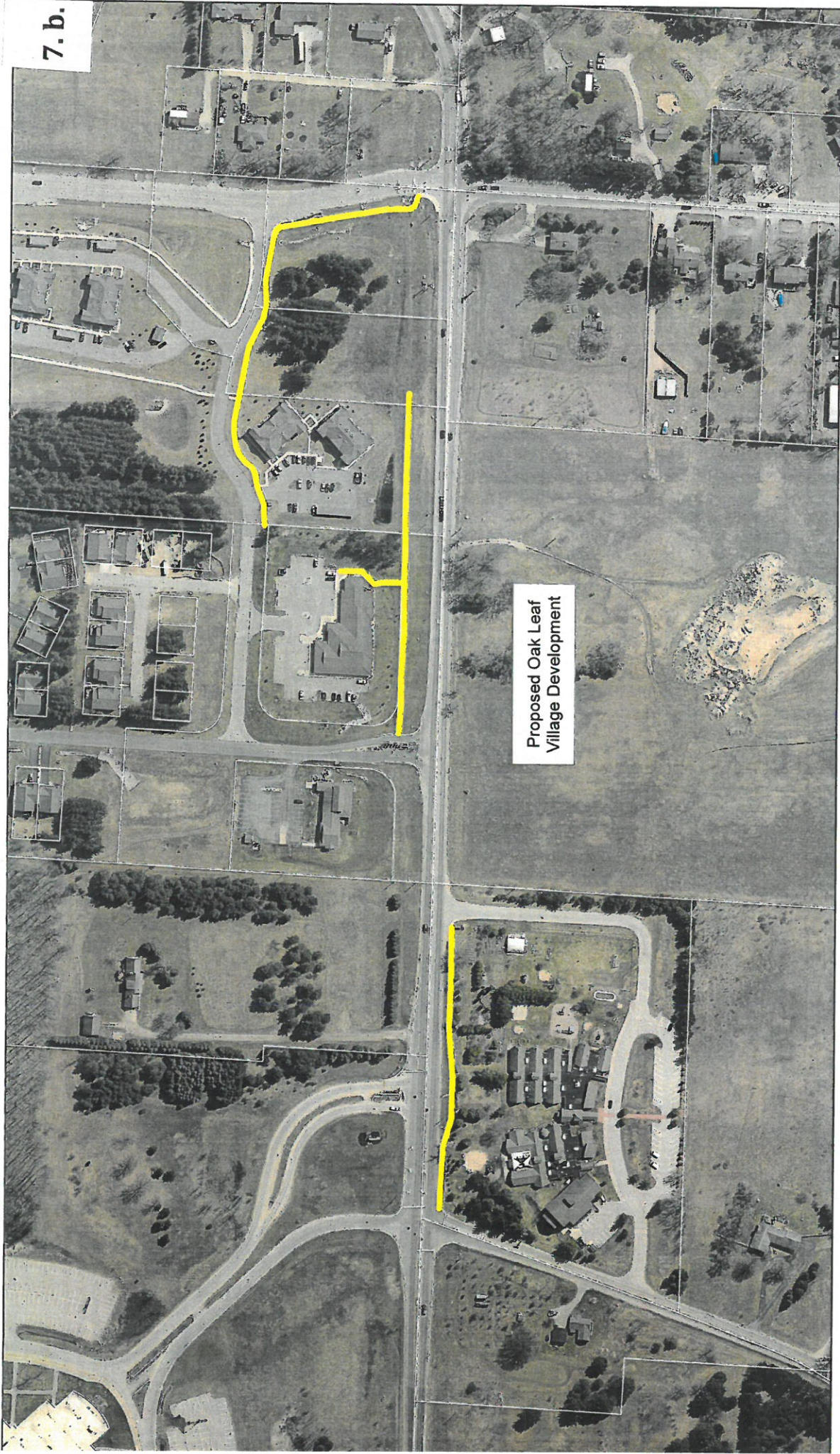
¹The Solar Foundation, State Solar Jobs Census: <https://www.thesolarfoundation.org/solar-jobs-census/states/>

²Energy Information Administration, Electric Power Monthly: <https://www.eia.gov/electricity/monthly/#generation>

³SEIA, National Solar Database: <https://www.seia.org/research-resources/national-solar-database>

⁴SEIA, Solar Project Tracker (includes Solar Means Business: <https://www.solarmeansbusiness.com>, Major Solar Projects List: <https://www.seia.org/research-resources/major-solar-projects-list> and Solar in Schools: <https://www.seia.org/research-resources/brighter-future-study-solar-us-schools-0>)



The Solar Energy Industries Association (SEIA[®]) is the driving force behind solar energy and is building a strong solar industry to power America through advocacy and education. As the national trade association of the U.S. solar energy industry, which now employs more than 250,000 Americans, we represent all organizations that promote, manufacture, install and support the development of solar energy. SEIA works with its 1,000 member companies to build jobs and diversity, champion the use of cost-competitive solar in America, remove market barriers and educate the public on the benefits of solar energy.



7. b.

Proposed Oak Leaf
Village Development

Legend

-  Existing Sidewalks
-  Garfield Parcels

North Long Lake Area Sidewalks

Document Path: I:\Garfield\GIS\Planning\Steven\North Long Lake Road Sidewalks.mxd

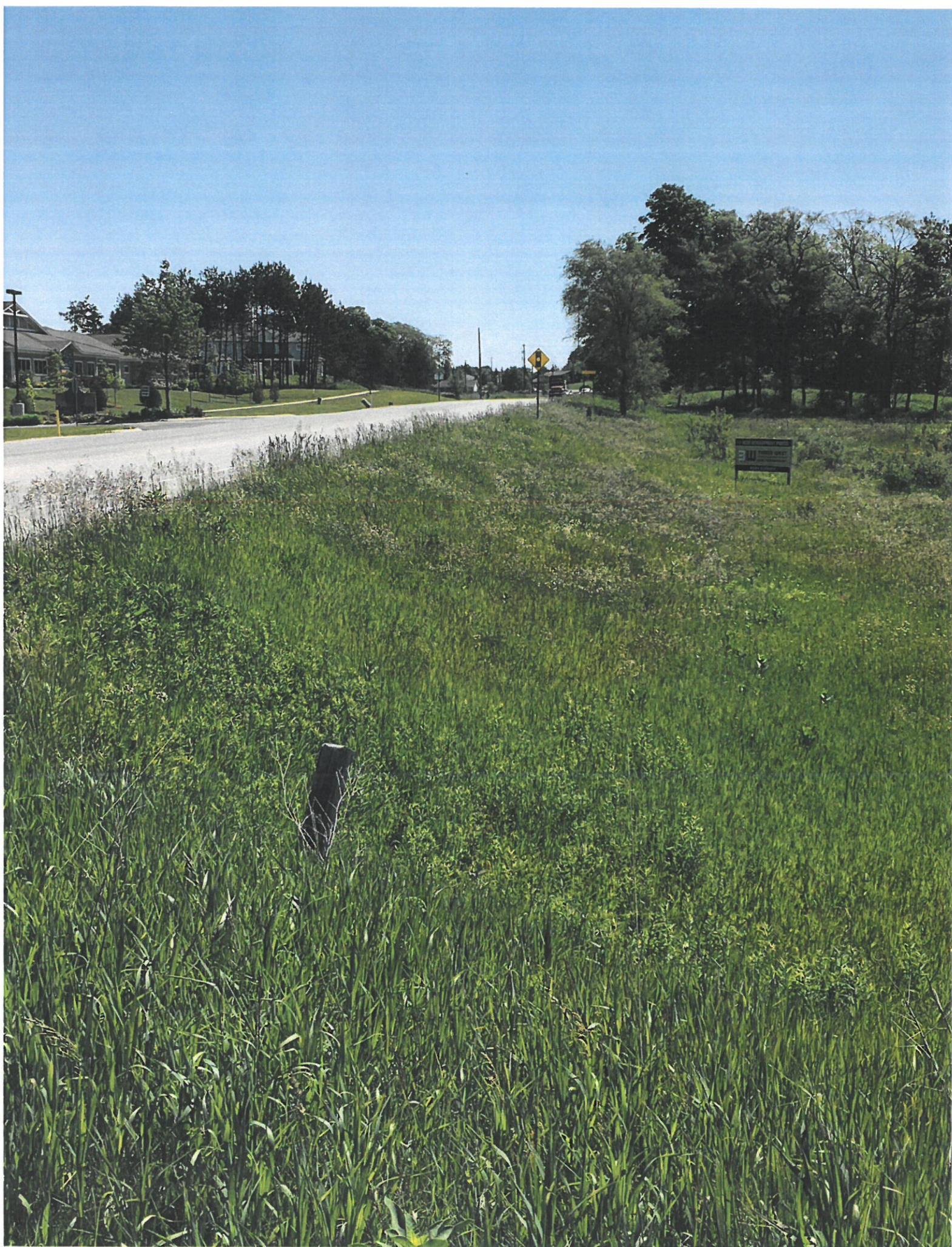
This map is based on digital data prepared by Garfield Township. The information on this map is current to the best of our knowledge. However, contact a surveyor to be sure your property lines are located.

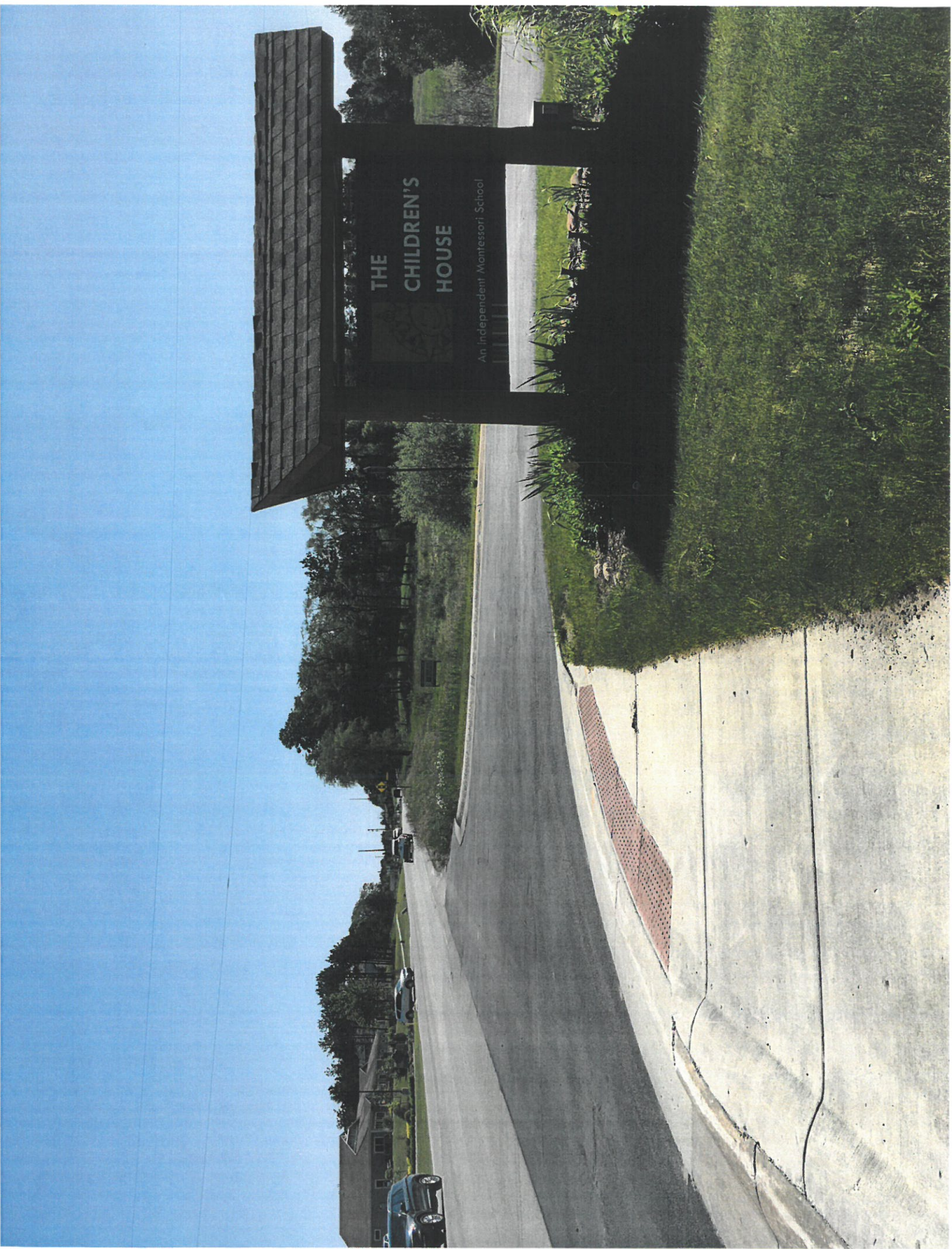


NOT A LEGAL SURVEY
Garfield Township Planning Dept: 6/17/2020

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THE
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An Independent Montessori School





