

**CHARTER TOWNSHIP OF GARFIELD  
TOWNSHIP BOARD MEETING**

Tuesday, July 14, 2020 at 6:00pm  
Garfield Township Hall  
3848 Veterans Drive  
Traverse City, MI 49684  
Ph: (231) 941-1620

**AGENDA**

**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 Township Board, 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 Board 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 Township Board 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.

**2. Review and approval of the Agenda - Conflict of Interest**

**3. Consent Calendar**

The purpose of the Consent calendar is to expedite business by grouping non-controversial items together to be dealt with in one Board motion without discussion. Any member of the Board, staff or the public may ask that any item on the Consent Calendar be removed there from and placed elsewhere on the Agenda for full discussion. Such requests will be automatically respected. If any item is not removed from the Consent Calendar, the action noted in parentheses on the Agenda is approved by a single Board action adopting the Consent Calendar.

a. Minutes – June 23, 2020 (Recommend Approval)

b. Bills -

General Fund

(Recommend Approval)

\$387,082.35

c. 2020 State Shared Revenue Report (Receive and File)

4. **Items removed from the Consent Calendar**
5. **Correspondence**
  - a. Grand Traverse Conservation District – June 2020 Report
6. **Reports**
  - a. Sheriff's Report
  - b. County Commissioner's Report
  - c. Planning Dept. Monthly Report for July, PD 2020-107
  - d. Clerk's Report
  - e. Supervisor's Report
7. **Unfinished Business**
  - a. PD 2020-108 – Township Board Strategic Plan – Amendment
8. **New Business**
  - a. Public Hearing – PD 2020-112 – 3479 Veterans C-O Rezoning
  - b. Public Hearing – PD 2020-110 – Village at LaFranier Woods PUD Final Review
  - c. PD 2020-111 – Oakleaf Village of Garfield Township PUD Preliminary Review
  - d. PD 2020-106 – Redevelopment Ready Communities – Resolution of Intent
  - e. PD 2020-109 – Property Maintenance Ordinance No. 55 Proposed Amendment
  - f. Consideration of Randolph Street Sewer Extension
9. **Public Comment**
10. **Other Business**
11. **Adjournment**

Lanie McManus, Clerk

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 TOWN BOARD MEETING  
June 23, 2020**

Chuck Korn called the Virtual Town Board Meeting to order on June 23, 2020 at 6:00 p.m. via the *Zoom* Application.

**Pledge of Allegiance**

**Roll call of Board Members**

Present: Jeane Blood Law, Dan Walters, Lanie McManus, Denise Schmuckal, Steve Duell, Molly Agostinelli, and Chuck Korn

Staff Present: Planning Director John Sych

**1. Public Comment (6:02)**

None

**2. Review and Approval of the Agenda - Conflict of Interest (6:03)**

*Schmuckal moved and Duell seconded to approve the agenda as amended adding item 6g – Parks and Rec Report.*

*Yeas: Schmuckal, Duell, Agostinelli, Blood Law, Walters, McManus, Korn  
Nays: None*

**3. Consent Calendar (6:04)**

**a. Minutes**

June 9, 2020 Regular Meeting  
(Recommend Approval)

**b. Bills**

(i) General Fund \$45,665.82  
(Recommend Approval)

(ii) Gourdie Fraser

Developer's Escrow Fund – Storm Water Reviews, Utility  
Plan review, Private Road Review, Wetland Survey,

Traffic Study \$7,125.00

Utility Receiving Fund 7,105.50

Total \$14,230.50

(Recommend Approval)

**c. MTT Report (Receive and File)**

- d. **PD 2020-93 – 3479 Veterans C-O Rezoning – Introduction and schedule for Public Hearing on July 14, 2020** (Recommend Approval)
- e. **PD 2020-96 – Village at LaFranier Woods PUD Final Review and Schedule for Public Hearing on July 14, 2020** (Recommend Approval)
- f. **Silver Lake Park Project Pay Application and Change Order #2** (Recommend Approval)

Board members asked to remove consent items e, a and f to be dealt with in agenda item #4.

*Agostinelli moved and Walters seconded to adopt the consent calendar as amended.*

*Yeas: Agostinelli, Walters, Schmuckal, Duell, McManus, Blood Law, Korn  
Nays: None.*

4. **Items Removed from the Consent Calendar**

- e. **PD 2020-96 – Village at LaFranier Woods PUD Final Review and Schedule for Public Hearing on July 14, 2020** (Recommend Approval)  
Blood Law reminded the applicant that a Municipal Service Agreement needs to be in place before the project can be approved. Applicant Shirley Woodruff said that the signed agreement was in the hands of MSHDA and she would check on the status.

*Agostinelli moved and Blood Law seconded that application PUD 2019-01 for a Public Hearing for the Garfield Township Board of Trustees meeting to be held on July 14, 2020.*

*Yeas: Agostinelli, Blood Law, Walters, McManus, Schmuckal, Duell, Korn  
Nays: None*

- a. **Minutes – July 9, 2020**

Duell moved and Walters seconded to approve the minutes of June 9, 2020 as amended noting that under the Parks and Rec report, language which states that frontage on Silver Lake Park and cleaning it up be added to the Parks & Rec. Board Meeting agenda.

*Duell moved and Walters seconded to approve the minutes of June 9, 2020 as amended.*

*Yeas: Duell, Walters, Agostinelli, Schmuckal, Blood Law, McManus, Korn  
Nays: None*

- f. **Silver Lake Park Project Pay Application and Change Order #2**  
(Recommend Approval)  
Board members asked questions regarding the change order.

*Duell moved and Schmuckal seconded to approve the Silver Lake Park Project Pay Application and Change Order #2.*

*Yeas: Duell, Schmuckal, Walters, Agostinelli, Blood Law, McManus, Korn  
Nays: None*

5. **Correspondence**

- a. Letter from Judith A. York dated 6/2/2020  
b. Letter from One Click Politics dated 6/3/2020

6. **Reports**

a. **Construction Report (6:14)**

Engineer Jennifer Hodges reported that the booster station project will be delayed for now since bids are coming in much higher and contractors are backed up. Gourdie-Fraser is continuing to coordinate with EGLE on the LaFranier Tank. Silver Lake Park is in the landscaping stage and the township is not experiencing any sewage issues like the city is having during heavy rains. Storm water plan reviews are coming in.

b. **GT Metro Fire Report (6:20)**

Assistant Fire Chief Steve Apostal reported that there have been a number of rescues lately in the woods. One was an injury on a rogue bike trail in the commons area. There have also been many crashes at Garfield and Hammond Roads recently. The fire stations are still closed to the public for now and Metro is working on its strategic plan. Investigations of a fire in East bay Township continue and car seat inspections are being done virtually. He thanked Trustee Walters for helping with extrication training.

c. **North Flight Report (6:25)**

North Flight General Manager Paul Owens said that there were 583 requests for service in May which was still down from last year. June is picking up and requests seem back to normal numbers. North Flight has two openings and only two employees have been furloughed. Response times are good at 87% within a certain timeframe.

d. **County Commissioner's Report (6:30)**

County Commissioner Brad Jewett said that the Board of Commissioners approved millage language for the November ballot pertaining to the Road Commission millage renewal. He added that finances are in good shape now, but any new capital projects are on hold. County Administrator Nate Alger said the county is in phase two of a five phase plan for opening.

The county is open and people can be seen by appointment. He added that new scheduling software made the appointment system seamless and he has received very few complaints.

**e. Treasurer's Report (6:36)**

Blood Law stated that state revenue sharing projections for the remainder of 2020 show a loss of about \$30,000. She will continue to review the numbers for 2020 and 2021. Tax tribunals and personal property taxes have not been looked at yet, but the township could see losses from both.

**f. Supervisor's Report (6:39)**

Korn said that the township joint operating meetings are still happening two times per week. He updated board members on the metro station leases and hopes an agreement will be forthcoming soon.

**g. Parks and Rec Report (6:41)**

Derek Morton said that he got a quote to extend to irrigation at Silver Lakes Park to water the new plants and trees. The quote from Lautner Irrigation was for \$5,450 for two additional zones. Board members asked questions about the plan.

*Schmuckal moved and Duell seconded to approve the addition of two new irrigation zones in Silver Lake Park to be installed by Lautner Irrigation in the amount of \$5,450.00.*

*Yeas: Schmuckal, Duell, Walters, Agostinelli, McManus, Blood Law, Korn  
Nays: None*

Morton said that two portable restrooms could be placed near the Boardman River Area Pickleball Courts for \$190 per month. The quote includes cleaning of the restrooms.

*Schmuckal moved and Walters seconded to approve the installation of two portable restrooms to be placed at the Boardman River Area Pickleball courts at a cost of \$190 per month.*

*Yeas: Schmuckal, Walters, Agostinelli, Duell, Blood Law, McManus, Korn  
Nays: None*

**7. Unfinished Business**

**a. Consideration of Zoning Board of Appeals Fee Request**

Zoning Administrator said that he included a breakdown of other fees in neighboring townships and that the labor costs were also considered. Board members asked questions and discussed the fees.

*Duell moved and Schmuckal seconded to change the ZBA fees to a \$400 fee for a residential ZBA request and a \$750 fee for a non-residential/commercial request.*

*Yeas Duell, Schmuckal, Walters, Agostinelli, Blood Law, McManus, Korn  
Nays: None*

**8. New Business**

**a. Public Hearing PD 2020-92 – Consideration of revising the Hunting Permit Application and Resolution 2020-12-T, a resolution amending the Parkland Ordinance (6:55)**

Morton discussed the proposed changes to the Parkland Ordinance. Korn opened the Public Hearing at 6:57pm and seeing no one wishing to speak, closed the Public Hearing.

*Schmuckal moved and Duell seconded to approve the revised Hunting Permit application as attached to Planning Department Report 2020-92.*

*Yeas Schmuckal, Duell, Walters, Agostinelli, Blood Law, McManus, Korn  
Nays: None*

*Agostinelli moved and Schmuckal seconded to adopt Resolution 2020-12-T adopting the Amendment No. 4 to Ordinance No. 50, Township Parkland Ordinance, as described in the supporting attachments to Planning Department Report 2020-92.*

*Yeas: Agostinelli, Schmuckal, Walters, Duell, Blood Law, McManus, Korn  
Nays: None*

**b. PD 2020-94 – Consideration of Reappointment of Tim Hughes to the Joint Recreational Authority (7:01)**

*Schmuckal moved and Duell seconded that Tim Hughes be reappointed to the City of Traverse City and Charter Township of Garfield Recreational Authority for a three-year term expiring on June 30, 2023.*

*Yeas Schmuckal, Duell, Walters, Agostinelli, Blood Law, McManus, Korn  
Nays: None*

**c. PD 2020-95 – Township Board Strategic Plan – Annual Review (7:03)**

Planner John Sych reviewed the nine primary goals set forth by the township board one year ago. After discussion, board members agreed to add "emergency transport" under the 3<sup>rd</sup> goal of Public Safety. Sych will prepare a final draft of the nine goals for the next meeting.

**9. Public Comment: (7:08)**

None

**10. Other Business (7:08)**

Board members discussed a letter pertaining to a property on Brimley Road and ascertained that the township did everything it could in the case.

Board members also discussed the injured biker in the Commons area and whether he should be billed for the rescue since he was on an illegal trail at the time. Korn will discuss the billing matter with Metro personnel.

McManus said that 3,500 ballots will be sent out tomorrow.

**11. Adjournment**

*Agostinelli moved and Duell seconded to adjourn the meeting at 7:06*

*Yeas: Agostinelli, Duell, Schmuckal, Blood Law, McManus, Walters, Korn*

*Nays: None*

---

Chuck Korn, Supervisor  
Charter Township of Garfield  
3848 Veterans Drive  
Traverse City, MI 49686

---

Lanie McManus, Clerk  
Charter Township of Garfield  
3848 Veterans Drive  
Traverse City, MI 49686



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

**ORDINANCE NO. 50 (Parkland Ordinance): AMENDMENT NO. 4**

**RESOLUTION #2020-12-T**

**A RESOLUTION TO AMEND CHARTER TOWNSHIP OF GARFIELD ORDINANCE  
NO. 50 (Parkland Ordinance):**

**WHEREAS** Public Act 157 of 1905 (MCL 41.422, et seq.) authorizes the Charter Township of Garfield to enact ordinances that regulate the operating rules and regulations for, and apply to, all Parkland owned and/or controlled by the Township; and

**WHEREAS** the Township would like to remove the requirement for hunting permit holders to complete a wildlife survey; and

**WHEREAS** the Township would like to make other minor corrections to its Parkland Ordinance.

**NOW, THEREFORE, THE CHARTER TOWNSHIP OF GARFIELD ORDAINS:**

**AMENDMENT NO. 4 TO CHARTER TOWNSHIP OF GARFIELD ORDINANCE NO. 50  
(Parkland Ordinance):**

THAT the current **Section VI, J.4.** BE REMOVED, with all subsequent portions of Section VI, J.5.-J.7., being renumbered to Section VI, J.4.-J.6.:

- J.4. All hunters granted hunting permits will be required to complete, and submit to the Parks Administrator, a survey within 10 days of the end of their hunting period. This survey will be used to help analyze wildlife encountered during the hunter's use of Township Parkland. This survey will be issued with the permit. Failure to complete and return this survey may result in forfeiture of future eligibility of permits to hunt on Township Parkland.


Moved: Molly Agostinelli

Supported: Denise Schmuckal

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

Nays: None

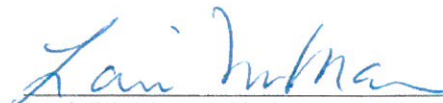
Absent and Excused: None

By:   
Lanie McManus, Clerk  
Charter Township of Garfield

#### CERTIFICATE

I, Lanie McManus, Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and correct copy of Resolution 2020-12-T which was adopted by the Township Board of the Charter Township of Garfield on the 23rd day of June 2020. Amendment No. 4 to Garfield Township Ordinance No. 50 (Parkland Ordinance) shall take effect upon the expiration of seven (7) days following publication.

Dated: 6-24-2020

  
Lanie McManus, Clerk  
Charter Township of Garfield

CHECK DISBURSEMENT REPORT FOR CHARTER TOWNSHIP OF GARFIELD  
 CHECK DATE FROM 06/19/2020 - 07/08/2020  
 Banks: GEN

Check Date	Bank	Check #	Payee	Description	GL #	Amount
06/24/2020	GEN	38792	MAPLE RIVER DIRECT MAIL	AV BALLOT POSTAGE	101-191-726.001	1,610.00
06/24/2020	GEN	38793	SNAP PRINTING	TAX NOTICE PRINTING & POSTAGE	101-253-726.001	2,387.66
06/25/2020	GEN	38794	ADVANCED TURF SOLUTIONS	FERTILIZER	308-000-935.000	269.50
06/25/2020	GEN	38795	BATTERIES PLUS OF TRAVERSE CITY	BULBS	101-265-726.003	37.52
06/25/2020	GEN	38796	CITY OF TRAVERSE CITY	170975-98310	101-448-920.005	10.61
06/25/2020	GEN	38797	FIFTH THIRD BANK	5473787444975261	101-101-726.000	108.22
		38797		5473787444975261	101-265-935.602	176.22
		38797		5473787444975261	101-400-805.000	41.03
						<u>325.47</u>
06/25/2020	GEN	38798	GRAND TRAVERSE COUNTY ROAD	BRINE - 1ST APPLICATION	101-747-880.007	280.50
06/25/2020	GEN	38799	INTEGRITY BUSINESS SOLUTIONS	SUPPLIES	101-101-726.000	275.77
		38799		SUPPLIES	101-401-726.000	148.17
						<u>423.94</u>
06/25/2020	GEN	38800	JULIE MACK	PARK RESERVATION REFUND	101-000-476.004	20.00
06/25/2020	GEN	38801	LAUTNER IRRIGATION INC	SPRINKLER SYSTER	308-000-935.000	379.67
06/25/2020	GEN	38802	LEANNE GILMORE	PARK RESERVATION REFUND	101-000-476.004	40.00
06/25/2020	GEN	38803	NEMAA	EDUCATION - H ALPERS	101-171-960.000	130.00
06/25/2020	GEN	38804	NORTHERN MI JANITORIAL SUP	SUPPLIES	101-265-726.003	118.25
06/25/2020	GEN	38805	OTIS ELEVATOR	SVC CONTRACT	101-265-935.608	3,841.68
06/25/2020	GEN	38806	VERIZON	PHONES	101-265-850.000	266.76
07/01/2020	GEN	38807	ANNE WENDLING	CONTRACTED SVCS	101-101-805.000	155.00
		38807		CONTRACTED SVCS	101-400-805.000	194.50
						<u>349.50</u>
07/01/2020	GEN	38808	ANNE WENDLING	CONTRACTED SVCS	308-000-935.000	104.00
07/01/2020	GEN	38809	CHERRYLAND ELECTRIC COOP.	4257600	101-000-084.861	298.79
		38809		4257600	101-265-920.603	1,077.28
		38809		4257600	101-448-920.005	794.00
						<u>2,170.07</u>
07/01/2020	GEN	38810	CHERRYLAND ELECTRIC COOP.	4257600	308-000-935.000	145.04
07/01/2020	GEN	38811	CONSUMERS ENERGY	100018131597	101-448-920.005	26.05

**3. b.**

CHECK DISBURSEMENT REPORT FOR CHARTER TOWNSHIP OF GARFIELD  
 CHECK DATE FROM 06/19/2020 - 07/08/2020  
 Banks: GEN

Check Date	Bank	Check #	Payee	Description	GL #	Amount
07/01/2020	GEN	38812	ESCH LAWN MAINTENANCE, LLC	LOGANS LANDING	101-265-935.602	600.00
07/01/2020	GEN	38813	ESCH LAWN MAINTENANCE, LLC	SILVER LAKE	308-000-935.000	1,920.00
07/01/2020	GEN	38814	FIFTH THIRD BANK	5473788099793637	101-101-726.000	170.59
07/01/2020	GEN	38815	GARFIELD CHARTER TOWNSHIP	HSA	101-000-237.000	436.88
07/01/2020	GEN	38816	GRAND TRAVERSE COUNTY	SHERIFF CONTRACT 4-6.2020	101-301-830.000	297,068.94
07/01/2020	GEN	38817	HOME DEPOT CREDIT SERVICES	PARK SPRINKLER SUPPLIES	308-000-935.000	150.37
07/01/2020	GEN	38818	I.T. RIGHT	6030 SSL CERTIFICATE	101-258-935.015	150.00
07/01/2020	GEN	38819	LAUTNER IRRIGATION INC	PARK START UP	308-000-935.000	385.20
07/01/2020	GEN	38820	NORTHERN OFFICE EQUIP	SVC CONTRACT	101-101-726.002	566.93
07/01/2020	GEN	38821	PITNEY BOWES INC.	LEASE	101-101-726.001	424.41
07/01/2020	GEN	38822	PRINTING SYSTEM	NOTICES	101-215-726.000	24.90
07/01/2020	GEN	38823	SUPERFLEET	GAS	101-806-862.000	149.97
07/01/2020	GEN	38824	THE GUARDIAN	EMPLOYEE HEALTH / LIFE	101-851-873.030	1,860.83
		38824		EMPLOYEE HEALTH / LIFE	101-851-873.040	511.46
						<u>2,372.29</u>
07/01/2020	GEN	38825	UNITED WAY	UNITED WAY	101-000-238.000	90.00
07/01/2020	GEN	38826	VOYA INSTITUTIONAL TRUST COMPANY	DEFERRED COMP VF3202	101-000-227.000	1,880.00
07/08/2020	GEN	38827	AMERICAN WASTE	3032250	308-000-935.000	330.00
07/08/2020	GEN	38828	AMERICAN WASTE	3394790	101-265-935.604	85.00
07/08/2020	GEN	38829	CITY OF TRAVERSE CITY	170975-94720	101-000-084.861	182.75
		38829		170975-94720	101-448-920.005	512.37
						<u>695.12</u>
07/08/2020	GEN	38830	CONSUMERS ENERGY	103033456148	101-448-920.005	35.64
07/08/2020	GEN	38831	CONSUMERS ENERGY	100000311801	101-448-920.005	419.69
07/08/2020	GEN	38832	DTE ENERGY	910020833133	101-265-920.601	278.03
07/08/2020	GEN	38833	DTE ENERGY	910020833257	101-265-920.601	37.48
07/08/2020	GEN	38834	ENGINEERED PROTECTION SYS.	SVC AGREEMENT 8-10.2020	101-265-935.606	365.40
07/08/2020	GEN	38835	ESS	VAT BALLOTS	101-191-726.000	123.87
07/08/2020	GEN	38836	GRAND TRAVERSE COUNTY DPW	5105021	101-265-920.602	695.59

CHECK DISBURSEMENT REPORT FOR CHARTER TOWNSHIP OF GARFIELD  
 CHECK DATE FROM 06/19/2020 - 07/08/2020  
 Banks: GEN

Check Date	Bank	Check #	Payee	Description	GL #	Amount
07/08/2020	GEN	38837	GRAND TRAVERSE COUNTY DPW	5590511	308-000-935.000	11.50
07/08/2020	GEN	38838	GRID4 COMMUNICATIONS, INC.	PHONES	101-265-850.000	1,068.94
07/08/2020	GEN	38839	I.T. RIGHT	365 BUSINESS STANDARD	101-258-935.015	2,700.00
07/08/2020	GEN	38840	LANDGREEN LAWCARE	BALLFIELD FERTILIZER	308-000-935.000	1,828.60
07/08/2020	GEN	38841	NORTHERN MI JANITORIAL SUP	SUPPLIES	101-265-726.003	196.55
07/08/2020	GEN	38842	RICK ROBBINS	GT HOPS	101-253-801.000	43.40
07/08/2020	GEN	38843	RUBY CLEANING SERVICE	CONTRACTED SVCS	101-265-935.603	1,300.00
		38843		CONTRACTED SVCS	308-000-935.000	125.00
						<u>1,425.00</u>
07/08/2020	GEN	38844	STAPLES	INK, MONITORS, SUPPLIES	101-101-726.000	283.96
		38844		INK, MONITORS, SUPPLIES	101-171-726.000	53.13
		38844		INK, MONITORS, SUPPLIES	101-191-726.000	319.95
		38844		INK, MONITORS, SUPPLIES	101-215-726.000	211.98
		38844		INK, MONITORS, SUPPLIES	101-258-935.016	199.98
		38844		INK, MONITORS, SUPPLIES	101-401-726.000	79.98
						<u>1,148.98</u>
07/08/2020	GEN	38845	TEMPERATURE CONTROL	SPRING/FALL MAINTENANCE	101-265-935.608	1,325.00
07/08/2020	GEN	38846	TRAVERSE CITY RECORD EAGLE	ANNUAL SUBSCRIPTION	101-101-965.101	288.49
07/08/2020	GEN	38847	NORTH COUNTRY CONTRACTING, LLC	SILVER LAKE PARK IMPROVEMENTS	308-000-970.000	54,653.37
				TOTAL - ALL FUNDS		<u>387,082.35</u>
				TOTAL OF 56 CHECKS		
--- GL TOTALS ---						
			DUE FROM #861 STREET LIGHTS			481.54
			DEFERRED COMP			1,880.00
			HSA (FORMERLY FLEX)			436.88
			UNITED WAY			90.00
			PARK USE FEES			60.00
			SUPPLIES			838.54
			POSTAGE			424.41
			SUPPLIES - COPIER MAINTENANCE			566.93
			CONTRACTED AND OTHER SERVICES			155.00
			DUES & PUBLICATIONS -TOWNBOAR			288.49
			SUPPLIES			53.13
			EDUCATION & TRAINING			130.00
			SUPPLIES			443.82
			POSTAGE			1,610.00
			SUPPLIES			236.88
			POSTAGE			2,387.66
			LEGAL SERVICES			43.40
			COMPUTER SUPPORT SYSTEMS			2,850.00
			COMPUTER NETWORK			199.98

Check Date	Bank	Check #	Payee	Description	GL #	Amount
101-265-726.003			SUPPLIES-MAINTANCE			352.32
101-265-850.000			TELEPHONE			1,335.70
101-265-920.601			HEATING / GAS			315.51
101-265-920.602			WATER / SEWER			695.59
101-265-920.603			LIGHTS BUILDING			1,077.28
101-265-935.602			LAWN MAINTENANCE			776.22
101-265-935.603			CLEANING SERVICE			1,300.00
101-265-935.604			RUBBISH REMOVAL			85.00
101-265-935.606			ELECTRONIC PROTECTION SYSTEM			365.40
101-265-935.608			MAINTENANCE-OTHER			5,166.68
101-301-830.000			POLICE CONTRACT			297,068.94
101-400-805.000			CONTRACTED AND OTHER SERVICES			235.53
101-401-726.000			SUPPLIES			228.15
101-448-920.005			STREET LIGHTS TOWNSHIP			1,798.36
101-747-880.007			COM. PROM. - COMMUNITY AWAREN			280.50
101-806-862.000			GAS & CAR WASHES			149.97
101-851-873.030			INSURANCE - EMPLOYEE HEALTH			1,860.83
101-851-873.040			INSURANCE - EMPLOYEE LIFE			511.46
308-000-935.000			MAINTENANCE - MISC, EQUIP			5,648.88
308-000-970.000			CAPITAL OUTLAY			54,653.37
			<b>TOTAL</b>			<b>387,082.35</b>

# 2020 State Shared Revenue

## State of Michigan Revenue Sharing - Constitutional & (EVIP)

Period For	2016		2017		2018		2019		2020		2020 Total	Difference From 2019 to 2020
	EVIP	2016 Total	EVIP	2017 Total	EVIP	2018 Total	EVIP	2019 Total	EVIP	2020		
Nov - Dec PD Mar	\$ 205,411.00	\$ 212,581.00	\$ 217,905.00	\$ 225,075.00	\$ 220,248.00	\$ 229,618.00	\$ 231,217.00	\$ 240,581.00	\$ 241,649.00	\$ 9,579.00	\$ 251,228.00	\$ 10,647.00
Jan - Feb PD May	\$ 195,372.00	\$ 202,542.00	\$ 225,890.00	\$ 233,060.00	\$ 209,998.00	\$ 219,368.00	\$ 214,862.00	\$ 224,226.00	\$ 234,720.00	\$ 9,579.00	\$ 244,299.00	\$ 20,073.00
Mar - April PD July	\$ 195,055.00	\$ 202,225.00	\$ 203,234.00	\$ 210,404.00	\$ 207,404.00	\$ 216,774.00	\$ 218,924.00	\$ 228,288.00	\$ 204,151.00	\$ 9,579.00	\$ 213,730.00	\$ (14,558.00)
May - June PD Sept	\$ 214,896.00	\$ 222,069.00	\$ 225,598.00	\$ 232,771.00	\$ 235,957.00	\$ 245,330.00	\$ 244,196.00	\$ 253,561.00				
July - Aug PD Oct	\$ 218,959.00	\$ 226,129.00	\$ 238,999.00	\$ 248,369.00	\$ 248,099.00	\$ 257,463.00	\$ 253,080.00	\$ 262,659.00				
Sept - Oct PD Dec	\$ 217,140.00	\$ 224,310.00	\$ 230,686.00	\$ 240,056.00	\$ 247,255.00	\$ 256,619.00	\$ 264,132.00	\$ 273,711.00				
<b>TOTAL</b>	<b>\$ 1,246,833.00</b>	<b>\$ 1,289,856.00</b>	<b>\$ 1,342,312.00</b>	<b>\$ 1,389,735.00</b>	<b>\$ 1,368,961.00</b>	<b>\$ 1,483,026.00</b>	<b>\$ 1,426,411.00</b>	<b>\$ 1,483,026.00</b>	<b>\$ 680,520.00</b>	<b>\$ 28,737.00</b>	<b>\$ 709,257.00</b>	<b>2.33%</b>

Personal Property Community Stabilization Share Revenue

Received separate from State

\$ 1,400,000.00	Township Budgeted for 2020
\$ 709,257.00	YTD Received From State
\$ (690,743.00)	DIFFERENCE

\$ 1,447,600.00 State Projected for 2019. (Constitutional \$ 1,404,553....and EVIP \$ 43,051....Total \$ 1,459,607.)



## **Grand Traverse Conservation District**

### **June 2020 Report**

#### **CONSERVATION TEAM**

**OWNER/PARKLAND: City of Traverse City – Brown Bridge Quiet Area**

#### **Administration**

- GFA/Bench cut trail

#### **Routine Monitoring and Maintenance**

- Performed routine trailhead inspections to monitor use, pick up trash, restock outhouses, and tend to dog waste stations.
- Removed many fallen trees from trails with chainsaws.
- Mowed sections of trails and canoe landing area, as needed.

#### **Grants**

- Phase-II Instream Habitat Wood Project: (USFWS-GLFWRA, NRCS grants/funding) Coordinated a partners meeting to discuss major components of the project.
- 2020 GLRI Application Assistance to CRA: worked closely with CRA to submit a proposal that would include additional large stock plantings within the bottomlands.

#### **Other**

- Oversaw the gravel improvement work at the East and West Overlook parking areas that were performed by Molon.
- Removed old wood fence posts from East and West parking areas in preparation for revamps.
- Installed new Trail Map poster at each InfoStation. Powerwashed infostations.
- Added a topcoat layer of screened topsoil along a recently gravel-patched section of trail (roughly 80').
- Obtained estimates and proofs for requested memorial plaques for trailside benches.
- Worked on restoring the caretaker house siding.





**OWNER/PARKLAND: Garfield Township - Various**

**Administration**

- Continued weekly communication with Garfield Township Park Steward, Derek Morton, to plan and prioritize park projects and general maintenance activities.
- Attended and reported at the Township's Park and Recreation Commission meeting via zoom.
- Met with Derek Morton, Parks and Rec Commissioner Art Bukowski, and GTRLC Senior Land Steward Steve Lagerquist to discuss rogue trail development at the Commons.
- Provided a follow-up stocking report on Oleson Pond at Kids Creek Park to State Fisheries Biologist, Heather Hettinger.
- Continued updating maps and info station signage at trailheads, editing trail maps to reflect additions/changes.
- Prepared a DTE Energy grant application for additional large native tree plantings along trails at Kids Creek Park. After further consideration and review, it was decided to hold on submission.

**Monitoring and Maintenance**

- Performed routine weekly trailhead & dog waste bag receptacle checks; swapped out Silver Lake dog park trash bin on a weekly basis.
- Acquired trail counter data from Buffalo Ridge Trail.
- Repaired several sections of trails at the Commons due to erosion incurred from two separate flash flood events.
- Removed graffiti and replaced damaged trail maps at the Commons.
- Mowed and pruned trailheads and along trails at various parks, as needed.
- Removed fallen trees along trails using chainsaws at the Commons and Miller Creek Nature Reserve following strong wind events.
- Repaired sections of boardwalk at Miller Creek Nature Reserve due to fallen trees and aged timber.
- Treated poison ivy along trails at Miller Creek Nature Reserve and Silver Lake Recreation Area.
- Contacted Consumers Energy to report trees laying across power lines.
- Removed invasive garlic mustard at the Commons and Kids Creek Park.
- Followed-up on reports of dead fish on Oleson Pond at Kids Creek Park after heavy rains.



## Grand Traverse Conservation District

### Other

- Communicated with the Traverse City Record Eagle and the Ticker on rogue trail development at the Commons. Met with Record Eagle photographer on-site.

---

### **OWNER/PARKLAND: Grand Traverse County – Natural Education Reserve**

#### **Administration**

- Steve/Dean Bott EQIP \$ meeting
- Provided follow-up information for a EGLE Joint Permit Application to construct timber boardwalk and footbridges in Sabin bottomlands.
- Prepared for submission of a County Soil Erosion and Sedimentation Control Permit for Sabin trail plans.
- Met with TART Planning Director Chris Kushman and Boardman River Trail Ambassadors to discuss Boardman River Trail needs along the NER and beyond.
- Coordinated contractor Wildlife and Wetland Solutions on the treatment of invasive plants within the bottomlands (treatment funding provided by CRA).

#### **Monitoring and Maintenance**

- Reopened outhouses at Jack's Landing & Beitner Park.
- Performed routine weekly trailhead checks and refilled dog waste bag dispensers.
- Provided improvements to Jack's Landing: universal access to outhouse, fencing to delineate parking, construction of a trash can surround, additional grading with tractor; grass seeding around the outhouse.
- Mowed and pruned along all trails throughout the NER as needed.
- Removed fallen trees along trails using chainsaws.
- Watered recent tree plantings in bottomlands as able and necessary.

#### **Grants**

- Environmental Quality and Incentives Program (EQIP): Submitted necessary documentation to NRCS for the verification of Sabin "Block B" (planting occurred in May 2020)
- Met with County Finance Director re: EQIP funding for bottomlands restoration to confirm 2019 revenue and expenses for his year-end report.



## Grand Traverse Conservation District

- Great Lakes Restoration Initiative (GLRI): Submitted billings associated with the grant.

### Other

- Coordinated volunteers on the hand-removal of invasive garlic mustard in known locations throughout the Natural Education Reserve.
- Met with Mark Goethel to capture footage along the NER for 9&10 News to highlight as an episode in a series of 'Adventures In Northern Michigan'...  
<https://www.9and10news.com/2020/06/11/adventures-in-northern-michigan-gr-and-traverse-natural-reserve/>
- Several GTCD staff planted native plants within the Sabin bottomlands donated to the Conservation District by Birdsfoot Native Nursery.

---

### OWNER/PARKLAND: Recreational Authority – Hickory Meadows

#### Administration

- Attended and reported at the monthly Rec Authority Board meeting via zoom.
- Met with Matt Cowall, TC parks and Rec Superintendent Derek Mellville, and TC Planner Tim Lodge to discuss drainage improvement plans for Hickory Hills and along the Meadows property.
- Coordinated with City staff to implement necessary trail and drainage improvements.
- Updated the Hickory Meadows Advisory Committee (HMAC) and coordinated times for a rescheduled July meeting.
- Contracted Wildlife and Wetland Solutions to conduct invasive species control efforts along the TCL&P utility corridor and other priority areas throughout property. Met onsite prior to review priorities.
- Continued draft updates and edits for trail maps and info station displays.

#### Monitoring and Maintenance

- Performed trailhead checks on a weekly basis and refilled dog bag dispensers as necessary.
- Downloaded trail counter data on a monthly basis.
- Mowed and pruned along all trails on a regular basis and as necessary.
- Removed fallen trees on trails by chainsaws.
- Implemented trail erosion repairs and drainage improvements that resulted from two severe flooding events in the vicinity of Slabtown in collaboration with City staff.



## Grand Traverse Conservation District

- Constructed seven check dams using large stone along a drainage swale during significant rain events.
- Reconned and pulled highly invasive garlic mustard at known sites at the Meadows.

### **Other**

- Cleared out a root mass that was blocking proper drainage of a culvert on Red Drive at Historic Barns Park.
- Coordinated a volunteer to assist in invasive garlic mustard pulling efforts at Hickory Meadows

---

### **OWNER/PARKLAND: Rotary Camps & Services – East Creek Reserve & Canterbury Woods**

#### **Administration**

- Communicated with Rotary Executive Director regarding the budget.
- Met with a Rotary representative and contractors to get bids to excavate and bury an old dump site on the former state land property. Once this is complete, Rotary has a conservation buyer for the property that will forever protect the ridge line from development.

#### **Monitoring and Maintenance**

- GTCD staff and hired contractors planted 36 apples within the abandoned gas well sites; watered all trees; mulched trees; straighten/tightened fencing enclosures
- Performed routine drive-by and trailhead inspections to monitor use and pick up trash.
- Installed new Trail Map posters in trailhead InfoStations. Powerwashed InfoStations.
- Received order of new info station displays & trail intersect maps.
- Spruced up the Wadsworth Trailhead trail with fresh woodchips.
- Installed new routed signs (indicating rules) at major trail entrances

---

### **BOARDMAN RIVER STEWARDSHIP**



## Grand Traverse Conservation District

- Submitted a \$19,780 Great Lakes Basin Fish Habitat Partnership grant to help restore the North Branch Sand Trap since it is unlikely the state will fund their fish habitat grant program for the next year or two due to COVID expenses.
- Opened the river from downstream of the Fork's Canoe Landing to Ranch Rudolf.
- Met with riverfront property owner re: large section of bank that is starting to fail due to high water. Cut a large oak from the bank that was leaning severely due to the bank failing. Cutting the oak alleviated the weight and will help stabilize the bank. The tree was relocated in the river for fish habitat.
- Prepared a Letter of Commitment & Support (& received GTCD Board approval) for the GT Band's FY2021 Regional Conservation Partnership Program (RCPP) Renewal opportunity to conduct stream work and Farmland Protection.
- Assisted the Conservation Resource Alliance (CRA) with a Great Lakes Restoration Initiative grant proposal to continue restoration efforts in the bottomlands of Brown Bridge, Boardman, & Sabin dams through planting of larger (container size) native trees & shrubs.
- Stopped at Mayfield Pond to check in on the Elmer's crew that was just finishing up replacing the stop logs in the spillway. There was quite a bit of water still leaking through the new boards but that slowed as the wood soaked and swelled with water.
- Met with a riverfront property owner who asked if he could clear the trees from the river upstream of his new dock which he installed without a permit. He was advised to leave the wood for instream habitat and contact EB Township for a Natural River permit for the dock.
- Met with TC Chamber representative, Liz McKellar re: repair of the Sculpture Court cement and stone wall. The Chamber had the wall moved when they constructed the new building in 2002. The wall started to fail shortly thereafter.
- Participated in a Zoom presentation by Consumers Power regarding their dams and the condition of those dams.
- Visited Kids Creek at the GT Commons on the evening of June 10th to observe the creek overflowing it's bank for the second time in a two week period. The first flood event cost the Minervini's and their tenants several hundred thousand dollars in damage.
- Met the Watershed Center, EGLE, and the Minervini's at the problem area on Kids Creek to come up with possible solutions to prevent future floods.
- Assisted the Grand Traverse Band with a Stewardship Float from Sheck's to Brown Bridge by helping to stage vehicles and canoes.
- Inspected stream bank erosion sites proposed for restoration at the NER. CRA has about \$37,000 of left over grant money to restore a few of the more critical sites.
- Attended Arbutus Lake Association's annual meeting by Zoom to discuss the high water problems that's facing all inland lakes. It is believed that Arbutus Lake used to have a surface drain/outlet to a tributary that feeds into the Boardman. Historic Hobbs Highway is believed to have blocked this surface outlet and so now the lake's



## Grand Traverse Conservation District

only outlet is subsurface flow. Any new outlet would have to mitigate warm water temperature issues.

- Hosted a Protecting Our Lakes webinar that featured a presentation by Dr. Ralph Nohner, MDNR Fisheries Biologist regarding fish habitat and climate change.

---

### ENVIRONMENTAL EDUCATION

**Nature Center Visitation this Month: 0  
1215**

**Nature Center Visitation Jun 2019:**

**Program Participants this month: 0**

**Program Participants Jun 2019: 945**

**Drop ins this month: 0**

**Drop-in Jun 2019: 270**

**Nature Center Visitation this year: 1,298  
96,117**

**Nature Center Visitation since 2008:**

#### **Program Participation & Program Planning:**

- The Boardman River Nature Center continues to be closed to the public for the entire month of June due to Covid-19
- Education programs were moved online and lesson plans were offered to parents that are looking for opportunities to get their children outside.
- Grants funding was received to support the environmental education program at the Boardman River Nature Center from the Oleson Foundation and Schmuckal Family Foundation.
- Working on collaboration with nature education organizations in the region to ensure all our efforts are maximized and not duplicated.
- Continuously attending meetings at the local, regional and national level to keep updated on COVID-19 and how it impacts education programming, especially environmental education.
- Continued outreach to program participants registered for spring/summer 2020 to ensure we are still connected as a nature center community during these times.
- Refunds for the 2020 camp season were processed.
- Improvements to the Nature Center building and grounds were initiated. Excavation was planned to create a separate outdoor program space for program participants that would allow us to comply with Covid-19 guidelines for children's programs.



## Grand Traverse Conservation District

- The Nature Center gallery is currently being completed which will complete an entire repainting of the interior building of the gtcd offices and nature center
- Sanitation and reopening plans were continually worked on to create a safe public space when the nature center reopens to the public.

---

### **FORESTRY ASSISTANCE PROGRAM (FAP), January 2020**

#### **Kama Ross, District Forester Leelanau, Grand Traverse and Benzie Conservation Districts**

Trainings: Virtual Society of American Foresters State Meeting, 8 CFEs earned ISN Knotweed Control Webinar

#### **On-Site Visits:**

##### **Leelanau County**

1. Doroff, 5 acs., Glen Arbor Twp.
2. Morris, 1 ac., Glen Arbor Twp.
3. Tocco, 10 acs., Elmwood Twp.
4. Rosiek, 5 acs., Glen Arbor Twp.
5. Winegar, 8 acs., Suttons Bay Twp.
6. Jacobson, 2 acs., Suttons Bay Twp.
7. Richard, 8 acs., Leelanau Twp.
8. Varney, 1 ac., Solon Twp.
9. Thornton, 1 ac., Centerville Twp.
10. McKinley, 2 acs., Leland Twp.
11. Kalee, 1 ac., Suttons Bay Twp.
12. Whittaker, 1 ac., Suttons Bay Twp.
13. Arrowwood, 40 acs., Solon Twp.
14. McInnis, 53 acs., Leelanau Twp.
15. Birtles, 18 acs., Leelanau Twp.
16. Rebori, 10 acs., Leelanau Twp.
17. Halleman, 10 acs., Elmwood Twp.
18. Hennessey, 27 acs., Elmwood Twp.



19. Weaver, 28 acs., Cleveland Twp.
20. Hanley, 6 acs., Leelanau Twp.
21. Sheldon, 120 acs., Cleveland Twp.

#### **Grand Traverse County**

1. Hemming, 30 acs., Peninsula Twp.
2. Hosmer, 5 acs., Peninsula Twp.
3. Lucero, 1 ac, Green Lake Twp.
4. Krause, 1 ac., Garfield Twp.
5. Atkinson, 10 acs., Green Lake Twp.

#### **Benzie County**

1. Clark, 15 acs., Inland Twp.
2. Finocchio, 25 acs., Inland Twp.
3. Marx, 1 ac., Almira Twp.

**Written Forest Management Recommendations: 5**

**QFP Verifications: 0**

**MAEAP/FWH Verifications: 0**

**FAP Referrals to Private Sector: 5**

**FAP Referrals to Public Sector: 1 In-office Contacts: 48**

**Landowners Follow-up Contacts: 62 landowners/qualified foresters**

#### **FAP Promotion/Program Development:**

1. Preparation, implementation and follow-up of planting maintenance work bee at Veronica Valley Park (15 participants)
2. FAP Monthly Conference Call
3. Follow-up maintenance and signage for Ruby Ellen Farm's Leelanau Day of Planting with CRA staff
4. Planning/promotion for Forestry Field Day with NRCS and MAEAP staff, Sept. 12
5. LCD staff meetings
6. Walk-through of BCD Mayley Property with Begin and Peacock re: upcoming thinning
7. New oak wilt site consultation with Deerings Forester Zach Crawford and DNR Scott Lint
8. Meeting with Tonya Wildfong, Communications Director for Elmers with Crawford and Bakker re: clearcut
9. Zoom meeting with GTRLC Working Woodlands Work Group





# Grand Traverse Conservation District

---

## **MICHIGAN AGRICULTURE ENVIRONMENTAL ASSURANCE PROGRAM (MAEAP)**

**Farm Visits: 3 (Antrim/Grand Traverse), 5 (Benzie/Leelanau)**

**Risk Assessments Completed: 0 (Antrim/Grand Traverse), 4 (Benzie/Leelanau)**

**Farms Verified: 1**

### **Updates:**

- 6/1: Food and Farming Network Input & Engagement Committee Meeting (weekly)
- 6/2: Power of the Plate Webinar
- 6/4: NWMI Tree Fruit Update (weekly)
- 6/4: Forests for the Future Field Day Planning Meeting
- 6/5: Vitality Growers Meeting (weekly)
- 6/9: Incubator Farm Meeting
- 6/10: Grand Traverse Fruit Growers Council Meeting
- 6/16: Incubator Farm Meeting
- 6/16: Forests for the Future Field Day Planning Meeting
- 6/23: Agrichemical Container Recycling Collection
- 6/24: GTCD Native Gardens Assessment Meeting
- 6/30: Grand Traverse Verification
- 

### **Current Projects:**

- Working with:
  - 24 Farms in Antrim
  - 13 Farms in Grand Traverse
  - 20 Farms in Leelanau
  - 9 Farms in Benzie
- Assisting with utilizing MAEAP fund code for NRCS EQIP Applications
- Collaborating with Antrim and Kalkaska Conservation Districts for Fall 2020 Farm Field Day.
- Collaborating with District Forester and NRCS on Fall 2020 Forests for the Future Field Day.
- Researching grant opportunities for increased cost-share and field day funding.
- 2020 MAEAP Reverifications
- Implementing agrichemical container recycling program dates and tractor/large tire recycling program.



## Grand Traverse Conservation District

- Planning and developing Incubator Farm Project and working with Small Business Development Center
- Working with Food and Farming Network on revisioning and governance transition and creating resource guide for farms in response to COVID-19 pandemic.
- Collaborating with partners on coordination and implementation of Vitality Growers Community Initiative.

### **Upcoming Events:**

- 7/2: Incubator Farm Business Plan Meeting with SBDC
- 7/9: NWMI Tree Fruit Update (weekly)
- 7/10: Freshwater Roundtable Meeting
- 7/13: Food and Farming Network Input & Engagement Committee Meeting (weekly)
- 7/17: Farm Field Day Planning Meeting
- 7/17: Vitality Growers Meeting (weekly)

---

### **NORTHWEST MICHIGAN INVASIVE SPECIES NETWORK (ISN)**

**Public Inquiry Responses: 40**  
**Active Efforts: 5**  
**Active Contacts: 398**  
**Passive Efforts: 20**  
**Passive Impressions: 66,211**  
**Volunteer Hours: 70**  
**Volunteers: 37**

**Acres Surveyed: 16**  
**Sites Surveyed: 25**  
**Sites Monitored: 17**  
**Acres Treated: 54.5**  
**Sites Treated: 77**  
**Acres Restored: 0**  
**Sites Restored: 0**

### **Meetings/Presentations:**

- 5/5 - "Attended" Conservation/Env Nonprofit Needs & challenges call; 15 contacts
- 6/5 - Presented on *Go Beyond Beauty (GBB)* at Native Plants for Bees webinar (MSU Extension-hosted); 78 attendees
- 6/11 - Presented on IS/CISMAs at Society for American Foresters conference; 112 attendees
- 6/26 - Presented on ornamental invasives to Friendly Garden Club (online); 30 attendees
- 6/24 - Hosted Knotweed Landowner workshop webinar; 12 attendees



- Hosted 3 additional state-wide invasive species meetings; ~40 attendees total

#### **Treatments, Restoration, and Surveys:**

- Treated swallow-wort: 11 sites, 6 acres
- Treated knotweed: 35 sites, 21 acres
- Knotweed site visits: 3 sites, 2 acres
- Garlic mustard pulling reported: 43 bags, 30 sites, 19.5 acres, 37 volunteers, 70 volunteer hours

#### **Other Accomplishments:**

- Downtown Publications article on invasive species; ~5,000 reach?
- Knotweed workshop featured in press: Record Eagle, San Antonio (likely a mess-up within Hearst Papers); 48,000 impressions
- Facebook reach: 4,465
- Website unique visitors: 5,591
- Instagram reach: 2,604
- YouTube views: 57
- May/June eNews reach: 494

#### **Upcoming Events:**

- 7/27, 5:30pm - Japanese knotweed “workshop” webinar (registration required)
- [www.habitatmatters.org/eventsworkbees](http://www.habitatmatters.org/eventsworkbees)

---

### **PRODUCE SAFETY AND FSMA**

#### **ORGANIZATIONAL**

- Continued tracking Facebook and educational posts
- Developed community survey for locations for boot brush stations
- Review of Strategic Plan
- Set-up for Native Plant Sale
- Submitted claim and received estimate for RAV4 damage that occurred while parked at GTCD
- Updates w/ resource to Produce Safety Page:



# Grand Traverse Conservation District

## PRODUCE SAFETY AND FSMA

- Total farm visits: 2, Follow-up visits: 1
- Follow-up Communication: 4
- PSRA: 1 / OFRR: 0 (Cleared to start back up week of 6/15)
- Total completed PSRA Certificates to date: 3
- Total active PSRA: 10
- Farm Referrals by County to Date:

<b>Manistee</b>	<b>6</b>
<b>Benzie</b>	<b>6</b>
<b>Grand Traverse</b>	<b>12</b>
<b>Leelanau</b>	<b>19</b>
<b>Antrim</b>	<b>7</b>
<b>Other</b>	<b>5</b>

*\*please note that referrals are a rolling total of FY19 and FY20.*

- Total farm contacts: 291
- Continued Incubator Planning and Food Safety for Incubator Project
- Developed Volunteer Safety policy for GT BAND
- Developed COVID-19 Control and Response Plan Resources and Template
- Submitted Grant to tribe/ Tribal Council Allocation of 2% Funds for Water Testing and Handwashing Stations
- Delivered TLD Local Food Guides to all Service Area Conservation Districts
- Developed guide to installing outdoor wash & pack area with proper grey water discharge
- Wash & Pack Design for Trench Drains/ Grey Water Dispersal
- Record Eagle Ag Forum Article: History of CSA's and Benefits of Direct Retail Buying to publish on 7/11
- Materials for MSU E website highlights of Produce Safety Technicians and descriptions
- Coordination with TLD on technician highlights piece and promotion of the PSRA/Technician assistance
- CPS Research Symposium Webinar Series



## Grand Traverse Conservation District

• Cornell United Fresh Training: Leading Through Crisis, and the Path Forward for the Fresh Produce Industry Certificate

Due to COVID-19 state PSR inspections were postponed but have now resumed.  
Due to COVID-19 all farm visits were not allowed to take place; June 15<sup>th</sup> cleared to resume.

Due to COVID-19 I am currently working remotely.

**Recent Important Past & Upcoming Events in 2020** (all locations are Michigan unless otherwise noted, this is not the extensive list for year):

- GTCD Large Equipment Tire Recycling Event 9/10/19
- Demonstration at Farm Field Safety Day 9/12/19
- Advisory Committee Meeting PSP 9/18/19
- Presenting on Produce Safety with Grow Benzie 9/20/19
- Farms, Food & Health Conference EXPO booth 9/27/19
- Farms, Food & Health Conference Panel Discussion/Presentation on Empowered Advocacy of Food Safety 9/28/19
- ST. PAUL, MN NCR Training Blastoff II 10/9/19-10/11/19
- The Community of Food, Society & Justice Conference- Ann Arbor 10/18/19
- Produce Safety Program Meeting w/ Service Area CD's 10/23/19
- Annual Fresh Water Summit 10/25/2019
- Presenting PSA Grower Training 10/28/19
- MACD Fall Conference 10/28/19-10/30/19
- Post Harvest Handling and Hygiene for Small and Medium Sized Growers- Grand Rapids 12/5/19
- GLEXPO Conference 12/10/19-12/12/19
- OFF 12/21/19-1/5/2019 Vacation
- MI PSA Team Professional Development Holland, MI 1/6/2020-1/7/2020
- Orchard & Vineyard Show 1/14/20-1/15/20
- Northern Michigan Small Farms Conference 1/24/20-1/25/20
- Post-Harvest Handling and Hygiene for Small and Medium Sized Growers 2/13/20
- PSA Grower Training Negaunee, MI 3/19/20- POSTPONED
- Hosting Agriculture Workshop/Event w/ Antrim CD 3/20/20 POSTPONED
- Manistee Conservation District Annual Meeting 3/20/20 POSTPONED
- PSA Grower Training Interlochen, MI 3/26/20 POSTPONED
- NCR Annual Regional Conference Eau Claire, WI 4/1/20-4/2/20 POSTPONED



- Hosting Water Workshop in Manistee w/ Jamie, Tyler and Scott 4/9/20  
POSTPONED
- Produce Safety Team Half-Day In Service Meeting 5/28/20
- MOFPS Team Morgan Composting Facilities Tour Sears, MI 6/29/20- POSTPONED
- Soil Health Field Day Mancelona, MI 8/1/20


# Acronyms and Abbreviations

AECOM	Boardman River Dams Project Engineers
BBAC	Brown Bridge Advisory Committee
BRNC	Boardman River Nature Center
CRA	Conservation Resource Alliance
DDA	Downtown Development Authority
DNR	Department of Natural Resources
ECR	East Creek Reserve
EPA	Environmental Protection Agency
EQIP	Environmental Quality Incentive Program
GBB	Go Beyond Beauty
GIS	Geographic Information System
GLRI	Great Lakes Restoration Initiative
GM	Garlic mustard
GTCD	Grand Traverse Conservation District
HMAC	Hickory Meadows Advisory Committee



## Grand Traverse Conservation District

ISN	Invasive Species Network
JB	Japanese barberry
MACD	Michigan Association of Conservation Districts
MAEAP	Michigan Agriculture Environmental Assurance Program
MDARD	Michigan Department of Agriculture & Rural Development
MISC	Michigan Invasive Species Coalition
MNLA	Michigan Nursery & Landscape Association
NER	Natural Education Reserve
NMC	Northwestern Michigan College
NRCS	Natural Resources Conservation Service
NWMFFN	Northwest Michigan Food and Farming Network
NWISN	Northwest Michigan Invasive Species Network
OB	Oriental Bittersweet
USFWS	United State Fish & Wildlife Service
SEEDS	501(c)3 nonprofit organization
SFP	Safe Food Program
Tx	Treatment

 <b>Charter Township of Garfield</b> <b>Planning Department Report No. 2020-107</b>			
Prepared:	July 9, 2020	Pages:	2
Meeting:	July 14, 2020 Township Board	Attachments:	<input type="checkbox"/>
Subject:	Planning Department Monthly Report for July 2020		

**PURPOSE**

Staff provides a monthly report to the Township Board on activities of the Planning Department and the Planning Commission. Presentation of this report also provides a venue for the Township Board to have dialog with staff about any of the activities or planning-related issues facing the Township.

**DEVELOPMENTS**

The Planning Commission is currently conducting the following development reviews:

**Oakleaf Village of Garfield Township PUD**

- Location: 5143 N. Long Lake Road
- Development Description: Construct a senior living campus with a mix of 229 independent living, assisted living, and memory care units (in two phases)
- Status: Public hearing held by the Planning Commission on 6/10/2020; Findings of Fact adopted by Planning Commission on 7/8/2020; forwarded to Township Board with recommendation of preliminary PUD approval at 7/14/2020 meeting.

**Village at LaFranier Woods PUD**

- Location: 2242 LaFranier Road
- Development Description: New 385-unit senior living complex
- Status: Final Engineering Review by Planning Commission on 7/8/2020; forwarded to Township Board with recommendation of final PUD approval at 7/14/2020 meeting.

**3479 Veterans Drive Rezoning**

- Location: 3479 Veterans Drive
- Development Description: Rezoning from One-Family Residential to Office Commercial
- Status: First public hearing held by the Planning Commission on 6/10/2020; second public hearing scheduled by Township Board for 7/14/2020.

**Chick-Fil-A Restaurant SUP**

- 3980 N. US 31 South
- Development Description: Special Use Permit review to accommodate a new restaurant including drive-through service
- Status: Withdrawn by applicant. Withdrawal accepted by Planning Commission on 7/8/2020.

**3077 Garfield Conditional Rezoning**

- Location: 3077 Garfield Road
- Development Description: Proposed storage units at back of parcel and commercial redevelopment at front of parcel
- Status: Public hearing was held on 4/22/2020. Currently under review by Planning Commission.



4051 Cedar Run Rezoning

- 4051 Cedar Run Road
- Development Description: Rezoning from One-Family Residential to Office Commercial
- Status: Withdrawn by applicant. Withdrawal accepted by Planning Commission on 7/8/2020.

Wendy's SPR

- 1712 S. Garfield Avenue
- Development Description: Site Plan Review for proposed new drive-through restaurant in the C-P Planned Shopping district
- Status: Reviewed by Planning Commission on 7/8/2020.

**PROPERTY MAINTENANCE ORDINANCE**

The Planning Commission reviewed suggested updates to the Property Maintenance Ordinance during their 7/8/2020 meeting. These updates included adopting the 2015 International Property Maintenance Code, adding standards and procedures for sidewalk maintenance, adding provisions for removal of weeds, and accepting inspection reports of multi-family housing units from other governmental agencies. The Board is considering setting a public hearing on this matter for the 7/28/2020 meeting.

**PLANNING**

At the 6/24/2020 study session, the Planning Commission conducted the following discussions:

- Reviewed the Redevelopment Ready Communities (RRC) program Self-Evaluation as completed by Staff. The PC forwarded the Self-Evaluation to the Township Board and the Township Board is considering a Resolution to participate in the RRC program on 7/14/2020.
- Reviewed a list of uses within the Zoning Ordinance without clear and concise names as part of the project to develop a use chart for the Zoning Ordinance.
- Discussed potential requirements for siting solar energy systems, including reviewing the current Township Zoning Ordinance standards for major essential service facilities. Commissioners asked Staff to look into potentially creating regulations for solar energy systems and what some aspects of those regulations could be including required bonding, decommissioning, and other impacts, and to compare what other nearby Townships are doing to regulate solar energy systems.
- Discussed sidewalks and pathways in the North Long Lake Road area as context for the proposed Oakleaf Village PUD and how sidewalks in the Oakleaf development will connect to others in the surrounding neighborhoods.

**STAFF**

John Sych, AICP, Planning Director

Email: jsych@garfield-twp.com

Direct Line: (231) 225-3155

Stephen Hannon, AICP, Deputy Planning Director

Email: shannon@garfield-twp.com

Direct Line: (231) 225-3156

# Clerk's Report

For June 30, 2020

Submitted 7/08/20

To: The Garfield Township Board;

On the following pages you will find a copy of the Revenue and Expenditure Report. This Report is an informational report that gives you an overview of what has happened in that particular month, along with what has happened for the whole year. It also compares what has happened for the year with the Budget and gives you a final figure of what is left in that budgeted line item. The Budget is a tool to go by for that year. Nothing is guaranteed in the Budget, it is your best estimate. The Township's Budget is also a Cost Center Budget not a Line Item Budget, which means that what is important is the final figure. Some line items may run over as long as the final cost center total is not over. On this Report you will find the following captions on the top: Original and Amended Budget, Annual and Current Month, and finally Balance.

For the month of June in the General Fund, you will find that we had a total of \$59,206.18 Revenues and \$138,614.16 Expenditures. For the year we have a total of \$2,505,673.78 Revenues and \$1,655,177.65 Expenditures.

If you have any questions or would like further clarification, please feel free to contact me at: 231-941-1620.

Lanie McManus

Township Clerk

GL NUMBER	DESCRIPTION	2020		YTD BALANCE 06/30/2020	ACTIVITY FOR MONTH 06/30/2020	AVAILABLE BALANCE
		ORIGINAL BUDGET	AMENDED BUDGET			
Fund 101 - GENERAL OPERATING FUND						
Revenues						
Dept 000						
101-000-403.000	CURRENT REAL PROPERTY TAXES	1,900,000.00	1,900,000.00	1,738,182.38	23,788.83	161,817.62
101-000-407.000	DEL PERSONAL PROP TAXES	500.00	500.00	0.00	0.00	500.00
101-000-412.000	SWAMP TAX COLLECTIONS	50.00	50.00	1.00	0.00	49.00
101-000-414.000	Protested PRE Interest	500.00	500.00	2,215.17	0.00	(1,715.17)
101-000-423.000	TRAILER PARK FEES	8,500.00	8,500.00	3,781.50	0.00	4,718.50
101-000-445.000	PENALTIES & INT. ON TAXES	4,000.00	4,000.00	4,072.59	0.00	(72.59)
101-000-476.000	BUILDING PERMITS	180,000.00	180,000.00	75,164.00	31,384.00	104,836.00
101-000-476.001	PLANNING FEES	12,000.00	12,000.00	5,700.00	0.00	6,300.00
101-000-476.002	MAINT INSPECTION FEES	800.00	800.00	0.00	0.00	800.00
101-000-476.003	TREASURER FEES	500.00	500.00	0.00	0.00	500.00
101-000-476.004	PARK USE FEES	0.00	0.00	1,185.00	600.00	(1,185.00)
101-000-476.005	ZONING FEES	16,000.00	16,000.00	6,130.00	1,960.00	9,870.00
101-000-574.000	STATE SHARED REVENUE	1,400,000.00	1,400,000.00	476,369.00	0.00	923,631.00
101-000-574.001	STATE SHARED REV. - LIQUOR LA	20,000.00	20,000.00	0.00	0.00	20,000.00
101-000-612.000	CHARGES FOR TOWNSHIP SERVICES	5,000.00	5,000.00	1,182.47	190.94	3,817.53
101-000-627.000	TAX COLLECTION FEES	22,000.00	22,000.00	0.00	0.00	22,000.00
101-000-656.000	Ordinance Enforcement Fees	500.00	500.00	200.01	66.67	299.99
101-000-664.000	EARNED INTEREST	50,000.00	50,000.00	19,472.49	0.00	30,527.51
101-000-668.002	RENTS & ROYALTIES CABLE VIS	300,000.00	300,000.00	138,587.26	0.00	161,412.74
101-000-668.003	RENTS & ROYALTIES CABLE EQUIP	29,000.00	29,000.00	13,238.69	0.00	15,761.31
101-000-670.000	UNREALIZED LOSS ON INVESTMENT	0.00	0.00	6,976.15	0.00	(6,976.15)
101-000-676.000	REIMBURSEMENTS	14,000.00	14,000.00	13,216.07	1,215.74	783.93
101-000-676.001	Reimbursed Treasurer Legal Fees	600.00	600.00	0.00	0.00	600.00
Total Dept 000		3,963,950.00	3,963,950.00	2,505,673.78	59,206.18	1,458,276.22
TOTAL REVENUES		3,963,950.00	3,963,950.00	2,505,673.78	59,206.18	1,458,276.22
Fund 101 - GENERAL OPERATING FUND:						
TOTAL REVENUES		3,963,950.00	3,963,950.00	2,505,673.78	59,206.18	1,458,276.22

EXPENDITURE REPORT FOR GARFIELD TOWNSHIP  
PERIOD ENDING 06/30/2020

GL NUMBER	DESCRIPTION	2020		YTD BALANCE 06/30/2020	ACTIVITY FOR MONTH 06/30/20	AVAILABLE BALANCE	% BDC USED
		ORIGINAL BUDGET	AMENDED BUDGET				
<b>Fund 101 - GENERAL OPERATING FUND</b>							
<b>Expenditures</b>							
<b>Dept 101 - TOWNBOARD</b>							
101-101-701.100	WAGES - TRUSTEE	12,000.00	12,000.00	4,600.00	900.00	7,400.00	38.33
101-101-701.101	WAGES - FILE CLERK	36,197.99	36,197.99	20,238.40	3,113.60	15,959.59	55.91
101-101-701.102	WAGES - TRUSTEE	12,000.00	12,000.00	3,850.00	800.00	8,150.00	32.08
101-101-701.103	WAGES - TRUSTEE	12,000.00	12,000.00	3,650.00	800.00	8,350.00	30.42
101-101-701.104	WAGES - TRUSTEE	12,000.00	12,000.00	4,700.00	900.00	7,300.00	39.17
101-101-701.105	WAGES - OFFICE COORDINATOR	33,657.10	33,657.10	34,923.20	5,372.80	(1,266.10)	103.76
101-101-726.000	SUPPLIES	6,000.00	6,000.00	2,665.92	591.50	3,334.08	44.43
101-101-726.001	POSTAGE	8,000.00	8,000.00	4,618.37	0.00	3,381.63	57.73
101-101-726.002	SUPPLIES - COPIER MAINTENANCE	7,500.00	7,500.00	1,934.40	0.00	5,565.60	25.79
101-101-801.002	LEGAL SERVICES - TOWNBOARD	16,000.00	16,000.00	701.75	60.00	15,298.25	4.39
101-101-801.004	LEGAL -Tax Tribunal	0.00	0.00	7,100.00	0.00	10,000.00	0.00
101-101-802.000	AUDIT AND ACCOUNTING	10,000.00	10,000.00	2,690.54	0.00	(7,100.00)	100.00
101-101-805.000	CONTRACTED AND OTHER SERVICES	7,500.00	7,500.00	0.00	174.25	4,809.46	35.87
101-101-860.000	MILEAGE	500.00	500.00	0.00	0.00	500.00	0.00
101-101-900.000	PRINTING & PUBLISHING	3,000.00	3,000.00	1,282.09	0.00	1,717.91	42.74
101-101-901.000	ADVERTISING	7,500.00	7,500.00	775.70	289.65	6,724.30	10.34
101-101-960.000	EDUCATION & TRAINING	4,000.00	4,000.00	162.50	65.00	3,837.50	4.06
101-101-965.101	DUES & PUBLICATIONS -TOWNBOARD	2,500.00	2,500.00	6,350.02	6,170.02	(3,850.02)	254.00
101-101-965.102	DUES - MICHIGAN TOWNSHIP ASSO	6,500.00	6,500.00	0.00	0.00	6,500.00	0.00
<b>Total Dept 101 - TOWNBOARD</b>		<b>196,855.09</b>	<b>196,855.09</b>	<b>100,242.89</b>	<b>19,236.82</b>	<b>96,612.20</b>	<b>50.92</b>
<b>Dept 171 - TOWNSHIP SUPERVISOR</b>							
101-171-701.201	WAGES - SUPERVISOR	77,416.12	77,416.12	38,708.02	5,955.08	38,708.10	50.00
101-171-701.202	WAGES - APPRAISER II	45,228.51	45,228.51	21,522.60	3,043.60	23,705.91	47.59
101-171-701.203	WAGES - ASSESSMENT CLERK	0.00	0.00	239.14	0.00	(239.14)	100.00
101-171-701.204	WAGES - APPRAISER III	53,914.54	53,914.54	27,778.74	4,582.00	26,135.80	51.52
101-171-701.205	WAGES - ASSESSOR	95,584.61	95,584.61	47,792.29	7,352.66	47,792.32	50.00
101-171-726.000	SUPPLIES	2,000.00	2,000.00	544.72	0.00	1,455.28	27.24
101-171-726.001	POSTAGE	3,700.00	3,700.00	3,112.21	0.00	587.79	84.11
101-171-805.000	CONTRACTED AND OTHER SERVICES	31,085.00	31,085.00	3,494.06	0.00	27,590.94	11.24
101-171-860.200	MILEAGE - SUPERVISOR	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-171-860.201	MILEAGE - ASSESSOR	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-171-900.000	PRINTING & PUBLISHING	2,125.00	2,125.00	1,874.85	0.00	250.15	88.23
101-171-901.000	ADVERTISING	500.00	500.00	0.00	0.00	500.00	0.00
101-171-960.000	EDUCATION & TRAINING	7,000.00	7,000.00	236.87	130.00	6,763.13	3.38
101-171-960.200	EDUCATION - SUPERVISOR	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-171-965.000	DUES & PUBLICATIONS	3,000.00	3,000.00	844.00	0.00	2,156.00	28.13
<b>Total Dept 171 - TOWNSHIP SUPERVISOR</b>		<b>324,553.78</b>	<b>324,553.78</b>	<b>146,147.50</b>	<b>21,063.34</b>	<b>178,406.28</b>	<b>45.03</b>
<b>Dept 191 - ELECTIONS</b>							
101-191-701.000	WAGES	78,000.00	78,000.00	17,739.05	1,125.00	60,260.95	22.74
101-191-726.000	SUPPLIES	24,000.00	24,000.00	5,389.79	0.00	18,610.21	22.46
101-191-726.001	POSTAGE	8,000.00	8,000.00	5,083.72	1,610.00	2,916.28	63.55
101-191-860.000	MILEAGE	400.00	400.00	69.58	0.00	330.42	17.40
101-191-901.000	ADVERTISING	600.00	600.00	82.20	0.00	517.80	13.70
101-191-935.010	MACHINE MAINTENANCE	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
101-191-935.015	COMPUTER SUPPORT SYSTEMS	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
<b>Total Dept 191 - ELECTIONS</b>		<b>119,000.00</b>	<b>119,000.00</b>	<b>28,364.34</b>	<b>2,735.00</b>	<b>90,635.66</b>	<b>23.84</b>

GL NUMBER	DESCRIPTION	2020		YTD BALANCE 06/30/2020	ACTIVITY FOR MONTH 06/30/20	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET				
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
Dept 215 - TOWNSHIP CLERK							
101-215-701.300	WAGES - CLERK	77,416.12	77,416.12	38,708.02	5,955.08	38,708.10	50.00
101-215-701.302	WAGES - DEPUTY CLERK	50,000.00	50,000.00	25,000.04	3,846.16	24,999.96	50.00
101-215-701.303	WAGES - ACCOUNTANT	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
101-215-726.000	SUPPLIES	1,500.00	1,500.00	401.33	22.50	1,098.67	26.76
101-215-860.300	MILEAGE - CLERK	400.00	400.00	0.00	0.00	400.00	0.00
101-215-860.301	MILEAGE - DEPUTY CLERK	400.00	400.00	0.00	0.00	400.00	0.00
101-215-956.016	MISCELLANEOUS	500.00	500.00	0.00	0.00	500.00	0.00
101-215-960.000	EDUCATION & TRAINING	6,000.00	6,000.00	509.96	0.00	5,490.04	8.50
101-215-965.000	DUES & PUBLICATIONS	700.00	700.00	120.00	0.00	580.00	17.14
Total Dept 215 - TOWNSHIP CLERK		141,916.12	141,916.12	64,739.35	9,823.74	77,176.77	45.62
Dept 247 - BOARD OF REVIEW							
101-247-701.400	WAGES - B OF R	1,500.00	1,500.00	600.00	0.00	900.00	40.00
101-247-701.401	WAGES - B OF R	1,500.00	1,500.00	600.00	0.00	900.00	40.00
101-247-701.402	WAGES - B OF R	1,500.00	1,500.00	400.00	0.00	1,100.00	26.67
101-247-701.403	WAGES - B OF R	1,500.00	1,500.00	300.00	0.00	1,200.00	20.00
101-247-960.000	EDUCATION & TRAINING	200.00	200.00	0.00	0.00	200.00	0.00
Total Dept 247 - BOARD OF REVIEW		6,200.00	6,200.00	1,900.00	0.00	4,300.00	30.65
Dept 253 - TOWNSHIP TREASURER							
101-253-701.500	WAGES - TREASURER	77,416.12	77,416.12	38,708.02	5,955.08	38,708.10	50.00
101-253-701.501	WAGES - ASSISTANT	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
101-253-701.502	WAGES - DEPUTY TREASURER	50,000.00	50,000.00	25,000.04	3,846.16	24,999.96	50.00
101-253-726.000	SUPPLIES	2,500.00	2,500.00	597.25	140.00	1,902.75	23.89
101-253-726.001	POSTAGE	6,500.00	6,500.00	2,387.66	2,387.66	4,112.34	36.73
101-253-801.000	LEGAL SERVICES	3,000.00	3,000.00	187.50	187.50	2,812.50	6.25
101-253-809.000	Bank Fees	300.00	300.00	0.00	0.00	300.00	0.00
101-253-860.500	MILEAGE - TREASURER	700.00	700.00	44.85	0.00	655.15	6.41
101-253-860.501	MILEAGE - DEPUTY TREASURER	500.00	500.00	281.16	0.00	218.84	43.63
101-253-900.000	PRINTING & PUBLISHING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-253-901.000	ADVERTISING	100.00	100.00	0.00	0.00	100.00	0.00
101-253-960.000	EDUCATION & TRAINING	4,500.00	4,500.00	1,073.29	0.00	3,426.71	23.85
101-253-965.000	DUES & PUBLICATIONS	500.00	500.00	0.00	0.00	500.00	0.00
Total Dept 253 - TOWNSHIP TREASURER		153,016.12	153,016.12	68,216.77	12,516.40	84,799.35	44.58
Dept 258 - COMPUTER SUPPORT							
101-258-726.000	SUPPLIES	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
101-258-935.015	COMPUTER SUPPORT SYSTEMS	30,000.00	30,000.00	15,124.09	423.09	14,875.91	50.41
101-258-935.016	COMPUTER NETWORK	2,000.00	2,000.00	509.94	169.98	1,490.06	25.50
Total Dept 258 - COMPUTER SUPPORT		35,000.00	35,000.00	15,634.03	593.07	19,365.97	44.67
Dept 265 - TOWNSHIP HALL							
101-265-701.011	Maintenance Wages	10,000.00	10,000.00	4,246.48	1,122.63	5,753.52	42.46
101-265-726.003	SUPPLIES-MAINTANCE	3,500.00	3,500.00	1,622.23	534.73	1,877.77	46.35
101-265-850.000	TELEPHONE	16,000.00	16,000.00	8,035.25	1,329.15	7,964.75	50.22
101-265-920.601	HEATING / GAS	14,000.00	14,000.00	5,114.79	514.52	8,885.21	36.53
101-265-920.602	WATER / SEWER	6,000.00	6,000.00	773.99	198.38	5,226.01	12.90

EXPENDITURE REPORT FOR GARFIELD TOWNSHIP

PERIOD ENDING 06/30/2020

2020 ORIGINAL BUDGET AMENDED BUDGET 2020 BUDGET YTD BALANCE 06/30/2020 ACTIVITY FOR MONTH 06/30/20 AVAILABLE BALANCE % BDDT USED

GL NUMBER	DESCRIPTION	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 BUDGET	YTD BALANCE 06/30/2020	ACTIVITY FOR MONTH 06/30/20	AVAILABLE BALANCE	% BDDT USED
<b>Fund 101 - GENERAL OPERATING FUND</b>								
<b>Expenditures</b>								
101-265-920.603	LIGHTS BUILDING	16,000.00	16,000.00	16,000.00	4,487.37	834.01	11,512.63	28.05
101-265-935.601	SNOW PLOWING	10,000.00	10,000.00	10,000.00	1,280.00	0.00	8,720.00	12.80
101-265-935.602	LAWN MAINTENANCE	10,000.00	10,000.00	10,000.00	1,686.22	1,686.22	8,313.78	16.86
101-265-935.603	CLEANING SERVICE	15,000.00	15,000.00	15,000.00	5,490.00	950.00	9,510.00	36.60
101-265-935.604	RUBBISH REMOVAL	1,000.00	1,000.00	1,000.00	510.00	85.00	490.00	51.00
101-265-935.605	BUILDING REPAIR	50,000.00	50,000.00	50,000.00	730.80	0.00	50,000.00	0.00
101-265-935.606	ELECTRONIC PROTECTION SYSTEM	1,500.00	1,500.00	1,500.00	4,123.65	0.00	769.20	48.72
101-265-935.608	MAINTENANCE-OTHER	20,000.00	20,000.00	20,000.00	3,841.68	3,841.68	15,876.35	20.62
<b>Total Dept 265 - TOWNSHIP HALL</b>		<b>173,000.00</b>	<b>173,000.00</b>	<b>173,000.00</b>	<b>38,100.78</b>	<b>11,096.32</b>	<b>134,899.22</b>	<b>22.02</b>
<b>Dept 301 - POLICE SERVICES</b>								
101-301-930.000	POLICE CONTRACT	1,300,000.00	1,300,000.00	1,300,000.00	297,068.94	0.00	1,002,931.06	22.85
<b>Total Dept 301 - POLICE SERVICES</b>		<b>1,300,000.00</b>	<b>1,300,000.00</b>	<b>1,300,000.00</b>	<b>297,068.94</b>	<b>0.00</b>	<b>1,002,931.06</b>	<b>22.85</b>
<b>Dept 371 - TOWNSHIP BUILDING INSPECTOR</b>								
101-371-701.702	WAGES BUILDING ASSISTANT	17,246.97	17,246.97	17,246.97	0.00	0.00	17,246.97	0.00
101-371-701.703	WAGES - BUILDING	80,000.00	80,000.00	80,000.00	39,999.96	6,153.84	40,000.04	50.00
101-371-701.704	WAGES - BUILDING	25,000.00	25,000.00	25,000.00	8,349.18	1,355.48	16,650.82	33.40
101-371-701.705	WAGES - CONSTRUCTION BOARD	1,000.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-371-726.000	SUPPLIES	1,000.00	1,000.00	1,000.00	83.19	0.00	916.81	8.32
101-371-960.000	EDUCATION & TRAINING	1,000.00	1,000.00	1,000.00	280.00	0.00	1,000.00	0.00
101-371-965.000	DUES & PUBLICATIONS	1,500.00	1,500.00	1,500.00	280.00	0.00	1,220.00	18.67
<b>Total Dept 371 - TOWNSHIP BUILDING INSPECTOR</b>		<b>126,746.97</b>	<b>126,746.97</b>	<b>126,746.97</b>	<b>48,712.33</b>	<b>7,509.32</b>	<b>78,034.64</b>	<b>38.43</b>
<b>Dept 400 - PLANNING COMMISSION</b>								
101-400-701.800	WAGES - PLANNING	2,000.00	2,000.00	2,000.00	900.00	200.00	1,100.00	45.00
101-400-701.801	WAGES - PLANNING	2,000.00	2,000.00	2,000.00	900.00	200.00	1,100.00	45.00
101-400-701.802	WAGES - PLANNING	2,000.00	2,000.00	2,000.00	900.00	200.00	1,100.00	45.00
101-400-701.804	WAGES - PLANNING	2,000.00	2,000.00	2,000.00	900.00	200.00	1,100.00	45.00
101-400-701.805	WAGES - PLANNING	2,000.00	2,000.00	2,000.00	800.00	200.00	1,200.00	40.00
101-400-701.806	WAGES - PLANNING	2,000.00	2,000.00	2,000.00	1,100.00	200.00	900.00	55.00
101-400-701.808	WAGES - PLANNING	2,000.00	2,000.00	2,000.00	6,936.50	66.00	18,063.50	27.75
101-400-801.000	LEGAL SERVICES	6,000.00	6,000.00	6,000.00	4,420.03	269.28	1,579.97	73.67
101-400-805.000	CONTRACTED AND OTHER SERVICES	1,000.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-400-900.000	PRINTING & PUBLISHING	2,000.00	2,000.00	2,000.00	1,147.95	123.65	852.05	57.40
101-400-901.000	ADVERTISING	2,000.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-400-960.000	EDUCATION & TRAINING	1,000.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-400-965.000	DUES & PUBLICATIONS	1,000.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
<b>Total Dept 400 - PLANNING COMMISSION</b>		<b>51,000.00</b>	<b>51,000.00</b>	<b>51,000.00</b>	<b>18,904.48</b>	<b>1,858.93</b>	<b>32,095.52</b>	<b>37.07</b>
<b>Dept 401 - TOWNSHIP PLANNER</b>								
101-401-701.900	WAGES - PLANNER	75,678.00	75,678.00	75,678.00	37,838.97	5,821.38	37,839.03	50.00
101-401-701.901	WAGES - DEPUTY PLANNER	54,184.00	54,184.00	54,184.00	27,092.00	4,168.00	27,092.00	50.00
101-401-701.902	WAGES -PLANNER ASSISTANT	12,935.79	12,935.79	12,935.79	0.00	0.00	12,935.79	0.00
101-401-726.000	SUPPLIES	1,000.00	1,000.00	1,000.00	269.13	148.17	730.87	26.91
101-401-860.900	MILEAGE - TOWNSHIP PLANNER	300.00	300.00	300.00	0.00	0.00	300.00	0.00
101-401-860.901	MILEAGE - DEPUTY PLANNER	300.00	300.00	300.00	0.00	0.00	300.00	0.00
101-401-900.000	PRINTING & PUBLISHING	2,000.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00

GL NUMBER	DESCRIPTION	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	YTD BALANCE 06/30/2020	ACTIVITY FOR MONTH 06/30/20	AVAILABLE BALANCE	% BDET USED
<b>Fund 101 - GENERAL OPERATING FUND</b>							
<b>Expenditures</b>							
101-401-960.000	EDUCATION & TRAINING	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
101-401-965.000	DUES & PUBLICATIONS	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
<b>Total Dept 401 - TOWNSHIP PLANNER</b>		<b>152,397.79</b>	<b>152,397.79</b>	<b>65,200.10</b>	<b>10,137.55</b>	<b>87,197.69</b>	<b>42.78</b>
<b>Dept 410 - ZONING BOARD OF APPEALS</b>							
101-410-701.001	WAGES - ZONING	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00
101-410-701.002	WAGES - ZONING	1,200.00	1,200.00	100.00	0.00	1,100.00	8.33
101-410-701.003	WAGES - ZONING	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00
101-410-701.004	WAGES - ZONING	1,200.00	1,200.00	100.00	0.00	1,100.00	8.33
101-410-701.005	WAGES - ZONING	1,200.00	1,200.00	100.00	0.00	1,100.00	8.33
101-410-801.000	LEGAL SERVICES	10,000.00	10,000.00	4,159.60	3,945.10	5,840.40	41.60
101-410-805.000	CONTRACTED AND OTHER SERVICES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-410-901.000	ADVERTISING	2,000.00	2,000.00	456.30	144.70	1,543.70	22.82
101-410-960.000	EDUCATION & TRAINING	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
<b>Total Dept 410 - ZONING BOARD OF APPEALS</b>		<b>20,000.00</b>	<b>20,000.00</b>	<b>4,915.90</b>	<b>4,089.80</b>	<b>15,084.10</b>	<b>24.58</b>
<b>Dept 412 - ZONING ADMINISTRATOR</b>							
101-412-701.601	WAGES	54,000.00	54,000.00	26,999.96	4,153.84	27,000.04	50.00
101-412-701.602	WAGES ZONING	19,999.20	19,999.20	9,836.15	1,538.40	10,163.05	49.18
101-412-726.000	SUPPLIES	1,000.00	1,000.00	77.74	0.00	922.26	7.77
101-412-860.601	MILEAGE - ZONING ADMIN	150.00	150.00	0.00	0.00	150.00	0.00
101-412-860.602	MILEAGE - DEPT ZONING	150.00	150.00	0.00	0.00	150.00	0.00
101-412-960.000	EDUCATION & TRAINING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-412-965.000	DUES & PUBLICATIONS	500.00	500.00	0.00	0.00	500.00	0.00
<b>Total Dept 412 - ZONING ADMINISTRATOR</b>		<b>77,799.20</b>	<b>77,799.20</b>	<b>36,913.85</b>	<b>5,692.24</b>	<b>40,885.35</b>	<b>47.45</b>
<b>Dept 448 - STREET LIGHTS - TOWNSHIP</b>							
101-448-920.005	STREET LIGHTS TOWNSHIP	90,000.00	90,000.00	40,257.76	10,933.67	49,742.24	44.73
<b>Total Dept 448 - STREET LIGHTS - TOWNSHIP</b>		<b>90,000.00</b>	<b>90,000.00</b>	<b>40,257.76</b>	<b>10,933.67</b>	<b>49,742.24</b>	<b>44.73</b>
<b>Dept 747 - COMMUNITY PROMOTIONS</b>							
101-747-880.003	COM. PROM. - ECONOMIC DEVELOPMENT	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00
101-747-880.004	COM. PROM. - TC-TALUS	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
101-747-880.007	COM. PROM. - COMMUNITY AWAREN	20,000.00	20,000.00	35,365.18	280.50	(15,365.18)	176.83
101-747-880.008	COM. PROM. - CONTRACTED SERVI	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00
101-747-880.011	COM. PROM. - P.E.G.	100,000.00	100,000.00	45,861.87	0.00	54,138.13	45.86
101-747-880.018	COM. PROM. - MILFOIL	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00
<b>Total Dept 747 - COMMUNITY PROMOTIONS</b>		<b>166,000.00</b>	<b>166,000.00</b>	<b>81,227.05</b>	<b>280.50</b>	<b>84,772.95</b>	<b>48.93</b>
<b>Dept 806 - TOWNSHIP VEHICLES</b>							
101-806-862.000	GAS & CAR WASHES	2,500.00	2,500.00	348.21	0.00	2,151.79	13.93
101-806-863.000	OIL CHANGES	500.00	500.00	0.00	0.00	500.00	0.00
101-806-864.000	MISCELLANEOUS	1,500.00	1,500.00	696.19	0.00	803.81	46.41
<b>Total Dept 806 - TOWNSHIP VEHICLES</b>		<b>4,500.00</b>	<b>4,500.00</b>	<b>1,044.40</b>	<b>0.00</b>	<b>3,455.60</b>	<b>23.21</b>




User: Lanie  
 DB: Garfield  
 PERIOD ENDING 06/30/2020

GL NUMBER	DESCRIPTION	2020		YTD BALANCE 06/30/2020	ACTIVITY FOR MONTH 06/30/20	AVAILABLE BALANCE	% BDC USED
		ORIGINAL BUDGET	2020 AMENDED BUDGET				
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
Dept 851 - EMPLOYEE BENEFITS & INSURANCES							
101-851-701.000	WAGES	100.00	100.00	0.00	0.00	100.00	0.00
101-851-701.027	UNEMPLOYMENT	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
101-851-873.001	John Hancock 403B	93,000.00	93,000.00	99,300.00	0.00	(6,300.00)	106.77
101-851-873.010	SOCIAL SECURITY - EMPLOYER	80,000.00	80,000.00	38,095.25	5,996.56	41,904.75	47.62
101-851-873.020	VACATION & PERSONAL PAYOUT	1,000.00	1,000.00	434.80	0.00	565.20	43.48
101-851-873.030	INSURANCE - EMPLOYEE HEALTH	395,000.00	395,000.00	245,739.83	15,050.90	149,260.17	62.21
101-851-873.040	INSURANCE - EMPLOYEE LIFE	10,000.00	10,000.00	2,716.30	0.00	7,283.70	27.16
101-851-912.001	INSURANCE - LIABILITY	13,000.00	13,000.00	12,938.00	0.00	62.00	99.52
101-851-912.002	INSURANCE - WORKMENS COMP.	8,000.00	8,000.00	5,991.00	0.00	2,009.00	74.89
Total Dept 851 - EMPLOYEE BENEFITS & INSURANCES		604,100.00	604,100.00	405,215.18	21,047.46	198,884.82	67.08
Dept 890 - CONTINGENCIES							
101-890-890.000	CONTINGENCIES	42,929.64	42,929.64	0.00	0.00	42,929.64	0.00
Total Dept 890 - CONTINGENCIES		42,929.64	42,929.64	0.00	0.00	42,929.64	0.00
Dept 900 - CAPITAL OUTLAY							
101-900-970.001	CAPITAL OUTLAY - ELECTIONS	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-900-970.002	CAPITAL OUTLAY - TOWNSHIP HAL	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00
101-900-970.003	CAPITAL OUTLAY - COMPUTER	15,000.00	15,000.00	2,372.00	0.00	12,628.00	15.81
101-900-970.004	CAPITAL OUTLAY - VEHICLES	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00
101-900-970.005	CAPITAL OUTLAY - LAND	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 900 - CAPITAL OUTLAY		83,000.00	83,000.00	2,372.00	0.00	80,628.00	2.86
Dept 965 - TRANSFERS TO OTHER FUNDS							
101-965-990.308	TRANSFERS TO #308 PARK SYS	200,000.00	200,000.00	200,000.00	0.00	0.00	100.00
Total Dept 965 - TRANSFERS TO OTHER FUNDS		200,000.00	200,000.00	200,000.00	0.00	0.00	100.00
TOTAL EXPENDITURES		4,068,014.71	4,068,014.71	1,665,177.65	138,614.16	2,402,837.06	40.93
Fund 101 - GENERAL OPERATING FUND:							
TOTAL EXPENDITURES		4,068,014.71	4,068,014.71	1,665,177.65	138,614.16	2,402,837.06	40.93

EXPENDITURE REPORT FOR GARFIELD TOWNSHIP  
 PERIOD ENDING 06/30/2020

GL NUMBER	DESCRIPTION	2020		YTD BALANCE 06/30/2020	ACTIVITY FOR MONTH 06/30/20	AVAILABLE BALANCE	% BDTG USED
		ORIGINAL BUDGET	2020 AMENDED BUDGET				
Fund 308 - PARK SYSTEM FUND							
Expenditures							
Dept 000							
308-000-701.308	WAGES - PARKS AND RECREATION	0.00	0.00	200.00	(200.00)	(200.00)	100.00
308-000-701.905	WAGES - REC BOARD	4,200.00	4,200.00	800.00	800.00	3,400.00	19.05
308-000-701.906	Parks Steward	25,000.00	25,000.00	11,455.06	1,923.20	13,544.94	45.82
308-000-801.000	LEGAL SERVICES	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
308-000-864.000	MISCELLANEOUS	800.00	800.00	23.28	0.00	776.72	2.91
308-000-880.001	COM. PROM. - SILVER LAKE PARK	92,000.00	92,000.00	0.00	0.00	92,000.00	0.00
308-000-880.006	COM. PROM. - BVNP (YMCA)	23,000.00	23,000.00	0.00	0.00	23,000.00	0.00
308-000-880.008	COM. PROM. - Cont. Serv GTCD	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
308-000-880.012	COM. PROM. - GT COMMONS	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
308-000-880.013	COM. PROM. - BOARDMAN RIVER	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
308-000-880.014	COM. PROM. - MILLER CREEK	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
308-000-880.016	COM. PROM. - KIDS CREEK PARK	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00
308-000-880.019	RIVER EAST RECREATION AREA	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
308-000-935.000	MAINTENANCE - MISC, EQUIP	128,500.00	128,500.00	35,050.99	3,695.45	93,449.01	27.28
308-000-970.000	CAPITAL OUTLAY	0.00	0.00	2,030.00	0.00	(2,030.00)	100.00
Total Dept 000		300,500.00	300,500.00	49,559.33	6,218.65	250,940.67	16.49
Dept 851 - EMPLOYEE BENEFITS & INSURANCES							
308-851-873.010	SOCIAL SECURITY - EMPLOYER	2,000.00	2,000.00	952.85	193.03	1,047.15	47.64
Total Dept 851 - EMPLOYEE BENEFITS & INSURANCES		2,000.00	2,000.00	952.85	193.03	1,047.15	47.64
TOTAL EXPENDITURES							
		302,500.00	302,500.00	50,512.18	6,411.68	251,987.82	16.70
Fund 308 - PARK SYSTEM FUND:							
TOTAL EXPENDITURES							
		302,500.00	302,500.00	50,512.18	6,411.68	251,987.82	16.70

		<b>Charter Township of Garfield</b>	
		<b>Planning Department Report No. 2020-108</b>	
Prepared:	July 7, 2020	Pages:	1
Meeting:	July 14, 2020 Township Board	Attachments:	<input checked="" type="checkbox"/>
Subject:	Township Board Strategic Plan-Amendment		

**BACKGROUND:**

On August 27, 2019, the Township Board adopted its current Strategic Plan. The Plan contains nine goals that guide the work done today and in the future by the Township Board, its appointed boards and commissions, and staff. Based on discussion at the June 23, 2020 meeting of the Township Board, Goal 3 was amended to add “emergency medical services.” The amended goals are as follows:

<b>1. Identity</b>
<i>Develop a strong identity that conveys the character and values of the community to the region and beyond</i>
<b>2. Economic Development</b>
<i>As part of a regional hub in Northern Michigan, promote Garfield Township as a great place for business development and job opportunities</i>
<b>3. Public Safety</b>
<i>Support collaborations which promote public safety including police, fire, and emergency medical services</i>
<b>4. Parks and Trails</b>
<i>Foster a system of high-quality active and passive parks connected by trails</i>
<b>5. Water Quality</b>
<i>Make water system improvements and support environmental conservation efforts to protect water quality</i>
<b>6. Housing</b>
<i>Provide for a balance of housing choices with a variety of housing types</i>
<b>7. Transportation &amp; Infrastructure</b>
<i>Invest in transportation and infrastructure which support high-quality development</i>
<b>8. Partnerships</b>
<i>Participate in local and regional partnerships to advance community interests</i>
<b>9. Fiscal Responsibility</b>
<i>Deliver effective public services to the community and operate with fiscal efficiency</i>

**ACTION REQUESTED:**

If, following discussion and any changes, the Board is comfortable with the amendment, a suggested motion is as follows:

MOTION TO adopt the Charter Township of Garfield Strategic Plan, as amended.

**Attachments:**

1. Draft Charter Township of Garfield Strategic Plan document dated July 14, 2020





# STRATEGIC PLAN



Adopted August 27, 2019  
*Amended July 14, 2020*

CHARTER TOWNSHIP OF GARFIELD

# INTRODUCTION

The Charter Township of Garfield in Grand Traverse County is located in Michigan's northwest Lower Peninsula. This area of Michigan is known as a welcoming four-season tourism destination, drawing visitors to enjoy beaches, vineyards, golfing, natural resources, and culinary pleasures. With a population of nearly 18,000, Garfield is the most populous community in the 21-county Northern Michigan region.

Garfield is a regional commercial hub for many retail and industrial businesses, yet retains much of its agricultural heritage through active farms and orchards. Silver Lake, Boardman Lake, and the Boardman River are the most prominent natural features within Garfield.

Garfield measures 27 square miles in area and provides access with proximity to major regional destinations including Traverse City, national and state parkland, the Lake Michigan shoreline, and interior lakes. The main highway of US-31/M-37 is a major thoroughfare that traverses Garfield and connects the area to places downstate including Grand Rapids, Muskegon and Kalamazoo.

# BOARDS AND COMMISSIONS

## Board of Trustees

The Board of Trustees serves as the elected legislative body for the Township and consists of seven total members, the Supervisor, Treasurer, Clerk, and four Trustees, as follows:

Chuck Korn.....	Supervisor
Jeane Blood Law.....	Treasurer
Lanie McManus.....	Clerk
Molly Agostinelli.....	Trustee
Steve Duell.....	Trustee
Denise Schmuckal.....	Trustee
Dan Walters.....	Trustee

# BOARDS AND COMMISSIONS

## Appointed Boards and Commissions

The Board of Trustees is advised by several appointed boards and commissions to help provide guidance on specific policy areas, including the following:

### **Planning Commission**

John Racine, Chair  
Joe McManus, Vice Chair  
Steve Duell, Township Board Representative  
Pat Cline  
Chris DeGood  
Robert Fudge  
Joe Robertson

### **Zoning Board of Appeals**

Rick Smith, Chair  
Kent Rozycki, Vice Chair  
Steve Duell, Township Board Representative  
Lynn Fricke  
Scott Swan

### **Parks and Recreation Commission**

Chris DeGood, Chair/Planning Commission Representative  
Fern Spence, Vice Chair  
Chris Remy, Secretary  
Denise Schmuckal, Township Board Representative  
Art Bukowski  
James Guilmet  
Bill Scott



# STRATEGIC PLAN

From June to August 2019, the Township Board underwent a strategic planning process. The Board identified several strengths, weaknesses, opportunities, and threats facing the Township. These were used to form the vision statement, mission statement, and goals to guide the work of the Township Board, its appointed boards and commissions, and staff.

The vision and mission statements provide a direction for the Township going forward. The vision defines the end goal for the community, and the mission defines the Township's role in making the vision come to fruition.

The Charter Township of Garfield Strategic Plan was adopted by the Board of Trustees on August 27, 2019.

# VISION & MISSION STATEMENTS

## **Vision Statement**

The Charter Township of Garfield is...

- a vibrant, thriving, safe community served by a fiscally stable, efficient government
- a place where the Boardman River and Silver Lake are testimonies to the local value of clean water
- a livable and memorable community interspersed by beautiful parks and connecting trails
- a regional economic center where interconnected transportation and infrastructure systems allow for smooth traveling and flow of commerce
- a leader in meeting regional challenges

## **Mission Statement**

As neighbors, we work together to create a community where our residents and businesses thrive, our natural resources are protected and enjoyed, our visitors are welcomed and appreciated, and our high quality of life is promoted

# GOALS

These goals guide the work done today and in the future by the Township Board, its appointed boards and commissions, and staff. These goals may change over time, but largely define the purpose of the Township's work for the coming years.

**1. Identity**

Develop a strong identity that conveys the character and values of the community to the region and beyond

**2. Economic Development**

As part of a regional hub in Northern Michigan, promote Garfield Township as a great place for business development and job opportunities

**3. Public Safety**

Support collaborations which promote public safety including police, fire, and emergency medical services

**4. Parks and Trails**

Foster a system of high-quality active and passive parks connected by trails

**5. Water Quality**

Make water system improvements and support environmental conservation efforts to protect water quality

**6. Housing**

Provide for a balance of housing choices with a variety of housing types

**7. Transportation & Infrastructure**


Invest in transportation and infrastructure which support high-quality development

**8. Partnerships**

Participate in local and regional partnerships to advance community interests

**9. Fiscal Responsibility**

Deliver effective public services to the community and operate with fiscal efficiency

 <b>Charter Township of Garfield</b> <b>Planning Department Report No. 2020-112</b>			
Prepared:	July 8, 2020	Pages:	9
Meeting:	July 14, 2020 Township Board	Attachments:	<input checked="" type="checkbox"/>
Subject:	3479 Veterans C-O Rezoning Township Board Public Hearing / Findings of Fact / Resolution		
File No.	Z-2020-04	Parcel No.	05-016-038-00
Owner:	Larry, William, Jeffrey, and Steven Tomlinson		
Applicant:	Larry, William, Jeffrey, and Steven Tomlinson		

**PURPOSE OF APPLICATION:**

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.

**BACKGROUND:**

The Planning Commission and Township Board have reviewed this application at the following meetings:

- April 22, 2020 – Planning Commission Introduction (PD Report 2020-57)
- May 13, 2020 – Planning Commission Public Hearing (PD Report 2020-69)
- June 10, 2020 – Planning Commission Findings of Fact (PD Report 2020-89)
- June 23, 2020 – Township Board Introduction (PD Report 2020-93)

**SUBJECT PROPERTY:**

The subject property currently has a single-family home on it. The site is on the west of Veterans Drive across from the building containing Flaska Landscaping and Reverie Event Studio. The corridor contains different uses including the VFW, Metro Fire, Garfield Township Hall, single-family houses, and offices.

*Zoomed-out aerial view of the subject property (highlighted in blue)*



*Zoomed-in aerial view of the subject property (highlighted in blue)*



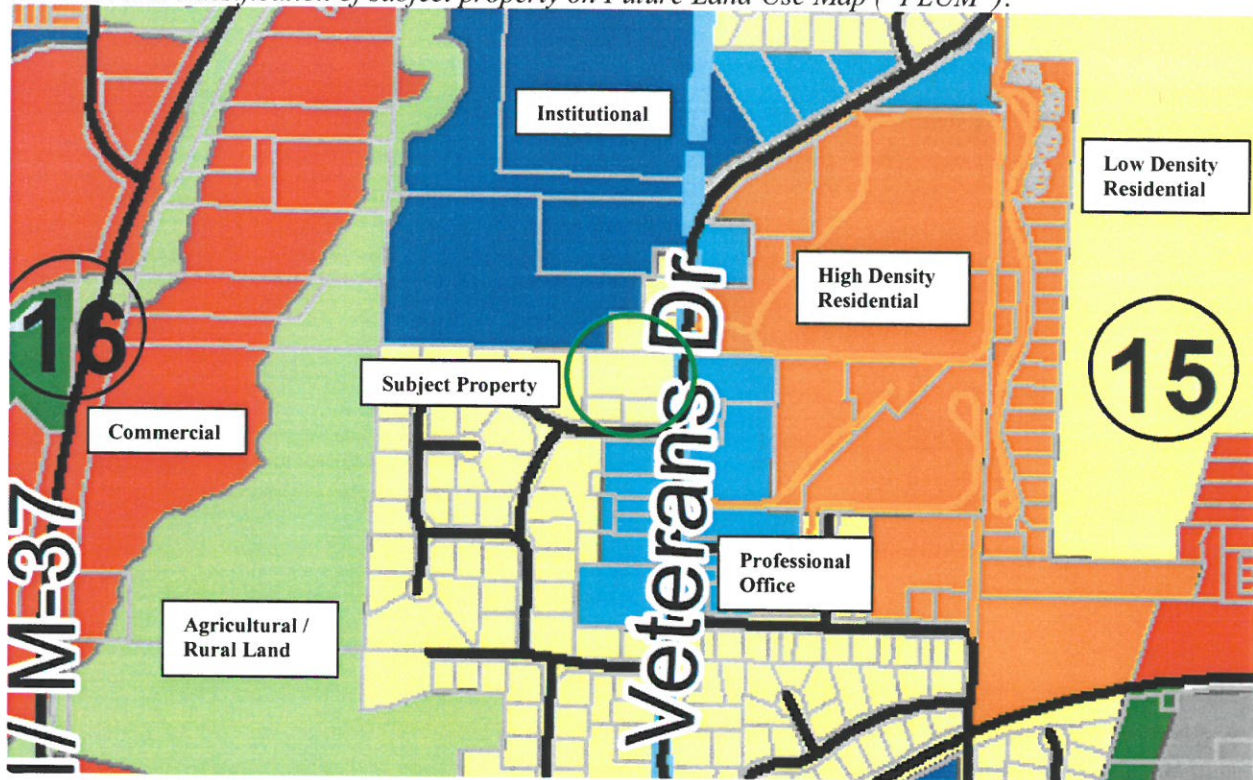
**MASTER PLAN CONSIDERATIONS:**

A key factor in considering a rezoning request is whether such request is consistent with the Master Plan. The Township Board shall consider the entire Master Plan including Future Land Use Map, Zoning Plan, goals and objectives, and implementation priorities.

In this case, the Future Land Use Map identifies the subject parcel with the “Low Density Residential” designation, which aims to provide “area for traditional single-family dwelling units. This includes areas of existing single-family development as well as areas within which such development appears likely and desirable...” The most compatible zoning district for this designation is R-1 Low-Density Residential, whereas R-R Rural Residential and A-Agricultural are other potentially compatible zoning districts.

The subject site is currently zoned as R-1 One-Family Residential. The requested zoning district is C-O Office Commercial. Aside from several other parcels designated as “Low Density Residential,” the other common Future Land Use designation on this part of Veterans is “Professional Office.” This designation indicates C-O Office Commercial as the most compatible zoning district with C-L Local Commercial as potentially compatible. Thus, the existing zoning of R-1 on the subject site is most compatible with the Future Land Use Map. The proposed zoning of C-O would be incompatible with the Future Land Use on the subject site, but compatible with other sites along this corridor. An excerpt from the Zoning Plan for the C-O zoning designation is provided below. A full analysis of considerations of the entire Master Plan is included with the Findings of Fact adopted by the Planning Commission.

Location and classification of subject property on Future Land Use Map (“FLUM”):



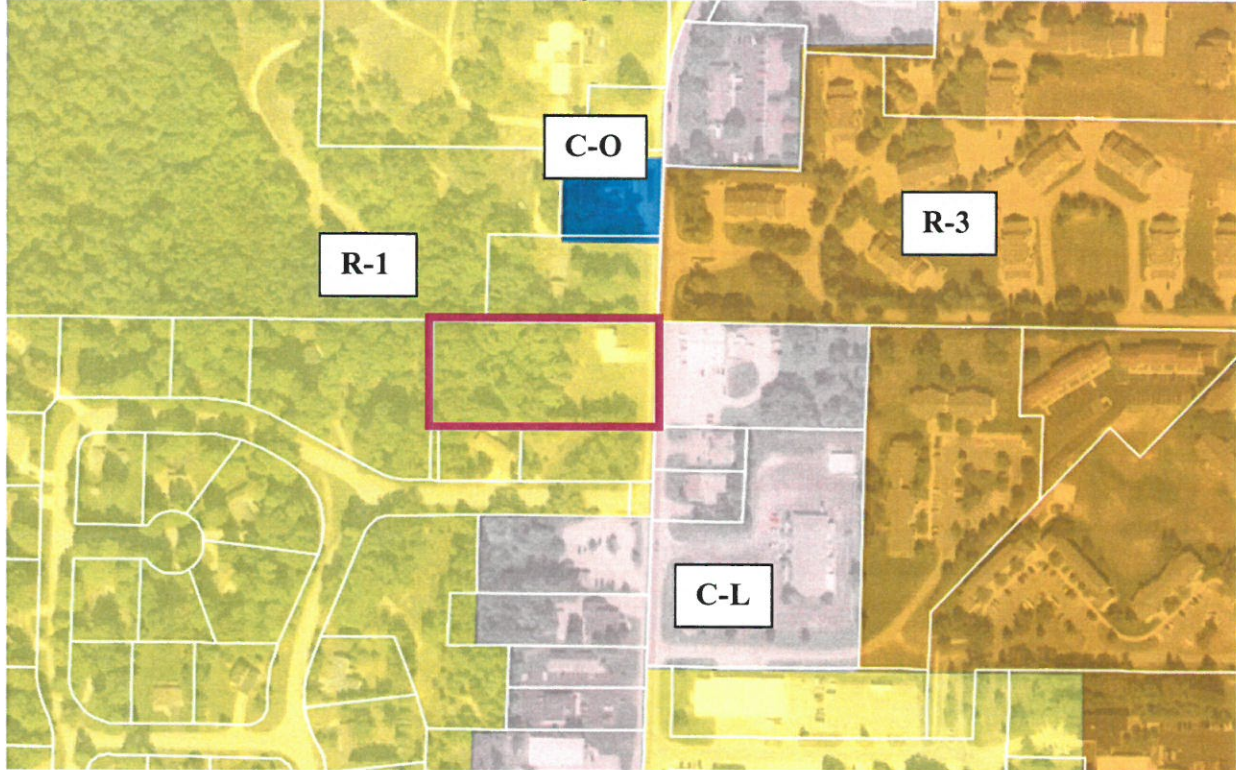
Excerpt from Zoning Plan for subject property’s FLUM classification:

<b>Master Plan Designation</b>	Low-Density Residential
<b>[Requested] Zoning</b>	C-O Office Commercial
<b>Zoning Ordinance District Intent</b>	C-O (Office Commercial) districts provide areas for service-oriented enterprises and institutions having relatively low traffic generation. The districts include areas of existing office developments as well as areas within which such development appears likely and desirable. They are intended to facilitate the support and expansion of local business, while serving as a buffer between residential areas and more intensive commercial areas. The C-O districts are primarily restricted to office and ancillary uses that do not have peak weeknight or weekend usage so as to provide an orderly transition and buffers between uses.
<b>Potentially Compatible District</b>	R-1/A
<b>Considerations for Downzoning (Less Density)</b>	The Professional Office district should be located in areas in close proximity to the City core. Changes from this district should take into account adjoining residential districts.
<b>Considerations for Upzoning (More Density)</b>	Areas zoned professional office should remain as such and changes to more intense commercial districts should be carefully scrutinized.

**SUBJECT SITE AND SURROUNDING PROPERTY ZONING:**

The subject property is currently zoned R-1 One-Family Residential, shown in yellow. There are several other sites zoned as R-1 along Veterans Drive including the immediately adjacent parcels to the north and south. Across the street are several small businesses and the VFW zoned C-L Local Commercial, shown in pink. Further north is a small office zoned C-O Office Commercial, shown in blue. To the northeast is the Harbour Ridge residential complex zoned R-3 Multi-Family Residential, shown in orange.

*Zoning classifications for subject site and surrounding sites*



**USES OF SUBJECT SITE AND SURROUNDING SITES:**

The subject site is currently occupied by a single-family house. Across the street to the east is a building occupied by Flaska Landscaping and Reverie Event Studio. To the immediate south, west, and north, the site is surrounded by other single-family homes. To the northwest is part of the Grand Traverse Memorial Gardens property. To the northeast is the Harbour Ridge residential complex.

**STAFF COMMENT:**

Staff is of the opinion that the proposed Zoning Map Amendment can be justified. The Findings of Fact below were adopted by the Planning Commission at their meeting on June 10, 2020 and provide support for the proposed Zoning Map Amendment. The Township Board should review the Findings of Fact and the information provided in the appendix of this report in making its determination.

**FINDINGS OF FACT:**

**Section 421.E Approval Criteria of Zoning Map Amendment**

In its review of an application for rezoning, the Township should consider, but is not necessarily limited to, the criteria as defined in § 421.E(1) Master Plan Consistency through § 421.E(8) Other Factors. No single factor is controlling; instead, each must be weighed in relation to the other standards.

The applicant shall have the burden of justifying the amendment, including identifying specific reasons warranting the amendment, and providing any supporting data and information.

**1. Master Plan Consistency**

*Rezoning should be consistent with the intent and purpose of the adopted master plan.*

The Planning Commission may consider this standard to be **MET** based on the following reasons:

- The proposed Map Amendment does not match the Future Land Use designation from the Master Plan, which is Low Density Residential, but there are many other sites on Veterans Drive with the Future Land Use designation of Professional Office. The C-O Commercial Office zoning district is the most compatible district for Professional Office.
- Some nearby sites are zoned as C-O. Others are zoned C-L Local Commercial, but most are used as professional offices, especially on the west side of Veterans Drive south of the subject site. If these sites were zoned differently, C-O would be compatible.
- One goal of the Master Plan is “continue to encourage and incentivize new and infill development close to the core area of the Township in close proximity to amenities in an effort to slow outward growth.” The proposed rezoning would help to meet this goal of the Master Plan by allowing for an infill project on a corridor with similar developments.

**2. Adverse Impacts on Neighboring Lands**

*The Township shall consider the nature and degree of an adverse impact upon neighboring lands. Lots shall not be rezoned in a way that is substantially inconsistent with the uses of the surrounding area, whether more or less restrictive. The Township finds and determines that vast acreages of single-use zoning produces uniformity with adverse consequences, such as traffic congestion, air pollution, and social separation. Accordingly, rezoning may promote mixed uses subject to a high degree of design control.*

The Planning Commission may consider this standard to be **MET** based on the following reasons:

- As stated above, there are other sites along this corridor with the Future Land Use designation of Professional Office and/or are currently used as professional offices.
- The use of this site as a professional office is not anticipated to generate any adverse impacts on neighboring lands.
- Staff finds the proposed rezoning does not constitute “spot zoning.” One potential way to define spot zoning is as “the process of singling out a small parcel of land for a use classification totally different from that of the surrounding area for the benefit of the owner of such property and to the detriment of other owners” (Anderson's American Law of Zoning, 4th Edition). Staff finds that the proposed rezoning is for a use classification like those of other sites along Veterans Drive and that the proposed rezoning will not be a detriment to other property owners.
- At the public hearing, a neighbor commented on the trees at the back of the side which provide a buffer for their property. According to the Zoning Ordinance Table 531.1 Planting Requirements, there is no landscaping buffer required between two single-family homes. Between an office and single-family home, a Type “C” buffer is required including ground cover, three large trees, three



medium or small trees, one evergreen or coniferous tree per 100 lineal feet of green space area, and shall be at least 10 feet wide. Thus, there is no requirement to preserve the existing trees on the site regardless of the proposed rezoning, and rezoning to C-O may offer a greater opportunity for tree preservation, or other landscaping and buffering along the neighboring property, if there is an office developed on this site in the future.

**3. Suitability as Presently Zoned**

*The Township shall consider the suitability or unsuitability of the tract for its use as presently zoned. This factor, like the others, must often be weighed in relation to the other standards, and instances can exist in which suitably zoned lands may be rezoned upon proof of a real public need, substantially changed conditions in the neighborhood, or to effectuate important goals, objectives, policies, and strategies of the master plan, specification, or this ordinance.*

The Planning Commission may consider this standard to be **MET** based on the following reasons:

- The Veterans Drive corridor includes a mix of uses such as civic institutions, professional offices, financial institutions, churches, and single-family homes. A table of parcels along Veterans Drive is provided in the appendix including acreage, current use, current zoning, and future land use.
- The site could feasibly be maintained as a single-family home under the current zoning; however, the rezoning application is a request from current property owners with the intention to explore a potential sale or reuse of the property for office and removal of the existing single-family use.

**4. Changed Conditions**

*The Township shall consider whether any conditions have changed, since the zoning ordinance was adopted, that might justify the amendment.*

The Planning Commission may consider this standard to be **MET** based on the following reasons:

- The property has been vacant since 2017. The updated Zoning Ordinance was adopted in 2015.
- The proposed zoning is C-O Office Commercial with the owners wishing to explore marketing of the site with office uses permitted. Several other properties on the west side of Veterans Drive to the north and south of the subject site are used as professional offices.
- Recent development patterns along Veterans Drive indicate that there has been more office uses in new development than new single-family homes along this corridor.

**5. Health, Safety, and Welfare**

*The ordinance amendment must bear a substantial relationship to the public health, safety, or general welfare, or must protect and preserve historical and cultural places and areas. The rezoning ordinance may be justified, however, if a substantial public need or purpose exists.*

The Planning Commission may consider this standard to be **MET** based on the following reasons:

- The proposed rezoning is not anticipated to have any negative impacts on the health, safety, and general welfare of the Township. The proposed rezoning would allow for uses on the site which exist elsewhere along the corridor.

**6. Public Policy**

*Certain public policies in favor of the rezoning may be considered. Examples include a need for affordable housing, economic development, mixed-use development, or sustainable environmental features, which are consistent with neighborhood, area, or specific plans.*

The Planning Commission may consider this standard to be **MET** based on the following reasons:

- As stated above, one of the goals of the Master Plan is to “continue to encourage and incentivize new and infill development close to the core area of the Township in close proximity to amenities in an effort to slow outward growth.” The proposed rezoning would help to meet this goal of the Master Plan by allowing for an infill project on a corridor with similar developments. The Master Plan may be considered as a public policy of the Township.

**7. Size of Tract**

*The Township shall consider the size, shape, and characteristics of the tract in relation to the affected neighboring lands. Ordinance amendments shall generally not rezone a single lot when there have been no intervening changes or other saving characteristics. Proof that a small tract is unsuitable for use as zoned, or that there have been substantial changes in the immediate area, may justify an ordinance amendment.*

The Planning Commission may consider this standard to be **MET** based on the following reasons:

- The subject parcel is 1.93 acres with a width of about 109 feet. Both the lot size and width meet minimum C-O dimensional standards.
- Of the other nearby sites zoned as C-O, there are four such sites to the north of this property and around the curve of Veterans Drive, ranging from 0.74 acres to 1.94 acres. The subject site is in the range of sizes of other C-O parcels in the area.

**8. Other Factors**

*The Township may consider any other factors relevant to a rezoning application under state law.*

The Planning Commission may consider this standard to be **MET** based on the following reasons:

- There appear to be no wetlands, wetland soils, or other environmental barriers to construction at the front of the parcel near Veterans Drive (see image below), and the existing trees at the back of the site will help provide a buffer from the single-family neighborhood to the west.
- Also, Veterans Drive is a “Major Collector” roadway on the National Functional Classification as described by the Federal Highway Administration (FHWA). According to the FHWA: “These routes funnel traffic from local and minor collector routes to the arterials. These may directly serve schools, business districts and important public functions.”

*There appear to be no wetland soils or wetlands on this site (wetland soils in orange on edge of image)*



**ACTION REQUESTED:**

The purpose of this item being placed on tonight's agenda is to hold a public hearing on the application. If, following the public hearing, the Board is prepared to adopt the Planning Commission's recommended Findings of Fact included in this report and to adopt the **attached** resolution adopting the amendment to the Zoning Map, the following **three (3) separate motions** are suggested:

(1) First, to adopt the Findings of Fact:

MOTION THAT the Planning Commission's recommended Findings of Fact for the application Z-2020-04 as provided in PD Report 2020-112 and forming part of this motion, BE APPROVED.

(2) Second, to approve the Map Amendment:

MOTION THAT the application Z-2020-04, submitted by Larry, William, Jeffrey, and Steven Tomlinson, to rezone Parcel No. 05-016-038-00 from the R-1 One-Family Residential zoning district to the C-O Office Commercial zoning district and constituting Amendment No. 24 to Garfield Township Ordinance No. 68, BE APPROVED based on the adopted Findings of Fact and for the reasons set forth in PD Report 2020-112.

(3) Finally, to adopt the **attached** resolution adopting the Map Amendment:

MOTION THAT Resolution 2020-13-T for adopting Amendment No. 24 to Garfield Township Ordinance No. 68, rezoning Parcel No. 05-310-001-00 from the R-1 One-Family Residential zoning district to the C-O Office Commercial zoning district BE ADOPTED.

Any additional information the Board determines to be necessary shall be added to these motions.

**Attachments:**

1. Resolution #2020-13-T.
2. Application for Zoning Map Amendment dated February 11, 2020.
3. Impact Statement from applicant dated May 28, 2020.
4. Letter from Michael J. Orth dated June 1, 2020.

**Appendix**

Parcels along west side of Veterans Drive, from north to south, approximately 1200 on either side of the subject site (subject site shown in **bold italics**):

Site	Acres	Current Use	Current Zoning	Future Land Use
05-015-010-00	0.81	GT Veterinary Hospital	C-O	Professional Office
05-015-010-10	1.60	Traverse Catholic FCU	C-O	Professional Office
05-015-011-00	1.94	Child & Family Services	C-O	Professional Office
05-016-007-00	38.84	GT Memorial Gardens	R-1	Institutional
05-016-001-00	15.66	GT Memorial Gardens	R-1	Institutional
05-016-019-00	4.58	GT Memorial Gardens	R-1	Institutional
05-016-020-00	0.41	Vacant	R-1	Low Density Res
05-016-021-00	0.74	SC Rentals North	C-O	Low Density Res
05-016-018-00	1.25	Single-family home	R-1	Low Density Res
<b>05-016-038-00</b>	<b>1.93</b>	<b>Single-family home</b>	<b>R-1</b>	<b>Low Density Res</b>
05-016-036-00	0.68	Vacant	R-1	Low Density Res
05-016-049-00	1.13	Vacant	C-L	Professional Office
05-016-035-00	0.87	Engineering / mortgage office	C-L / R-1	Professional Office / Low Density Res
05-016-039-50	0.49	State Farm agent office	C-L	Professional Office
05-016-039-00	0.49	Env. Consulting and Tech, Inc.	C-L	Professional Office
05-016-034-10	1.30	Salisbury & May Construction Co.	C-L / R-1	Professional Office / Low Density Res
05-016-034-00	2.58	Office complex / multiple tenants	C-L / R-1	Professional Office
05-016-034-20	0.65	Home Builders Association	C-L / R-1	Low Density Res

Parcels along east side of Veterans Drive, from north to south, approximately 1200 on either side of the subject site:

Site	Acres	Current Use	Current Zoning	Future Land Use
05-015-012-00	2.59	LDS church	C-L	High Density Res
05-015-013-00	1.61	Office complex / multiple tenants	C-L	Professional Office
05-015-009-00	11.94	Entrance to Harbour Ridge	R-3	High Density Res
05-015-024-00	1.84	Flaska Landscaping / Reverie studio	C-L	Professional Office
05-015-025-16	0.33	MAC Custom Homes	C-L	Professional Office
05-015-025-15	0.39	Single-family home	C-L	Professional Office
05-015-025-00	3.49	VFW Cherryland Post	C-L	Professional Office
05-100-001-00	1.48	GT Metro Fire Station #11	R-1	Professional Office
05-100-009-00	0.22	Vacant / former auto repair	R-1	Professional Office
05-100-010-00	0.22	Single-family home	R-1	Professional Office
05-100-011-00	0.30	Adaptive Counseling & Case Mgmt.	C-O	Professional Office

Total number of parcels (both sides of street) for each zoning district:

Zoning	Total	Percentage
C-O	5	Primarily Commercial or Office Zoning: <b>62%</b>
C-L	9	
C-L / R-1	4	
R-1	10	Primarily Residential Zoning: <b>38%</b>
R-3	1	



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

**ORDINANCE NO. 68 (Zoning Ordinance): AMENDMENT NO. 24**

**RESOLUTION #2020-13-T**

**A RESOLUTION TO AMEND GARFIELD TOWNSHIP ORDINANCE NO. 68 (Zoning Ordinance):**

**WHEREAS** the Charter Township of Garfield regulates the use and development of land pursuant to the authority of the Michigan Zoning Enabling Act, Act 110 of 2006, as amended;

**WHEREAS** application Z-2020-04 has been received to rezone approximately 1.93 acres of land (“subject property”) at Parcel No. 05-016-038-00; and

**WHEREAS** the request has been found to be justified based on criteria in the Garfield Township Zoning Ordinance listed in Section 421.E: Approval Criteria of Zoning Map Amendment; and

**WHEREAS** the Garfield Township Planning Commission, after a public hearing on May 13, 2020, recommended approval of the application; and

**WHEREAS** the Township Board, following a public hearing on June 23, 2020, and having adopted Findings of Fact in support of approval of the application to rezone the subject property.

**NOW, THEREFORE, THE CHARTER TOWNSHIP OF GARFIELD ORDAINS:**

**AMENDMENT NO. 24 TO GARFIELD TOWNSHIP ORDINANCE NO. 68 (Zoning Ordinance):**

At the request of the owners and their representatives of Parcel No. 05-016-038-00, situated in the Charter Township of Garfield, Grand Traverse County, Michigan has been rezoned by way of a map amendment from R-1 One-Family Residential to C-O Office Commercial.

Moved:

Supported:

Ayes:

Nays:

Absent and Excused:

By: \_\_\_\_\_  
Chuck Korn, Supervisor  
Charter Township of Garfield

**CERTIFICATE**

I, Lanie McManus, Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and correct copy of Resolution 2020-13-T which was adopted by the Township Board of the Charter Township of Garfield on the 14th day of July 2020. Amendment No. 24 to Garfield Township Ordinance No. 68 (Zoning Ordinance) shall take effect upon the expiration of seven (7) days following publication.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Lanie McManus, Clerk  
Charter Township of Garfield

Introduced: June 23, 2020  
Adopted: July 14, 2020  
Published: July 19, 2020  
Effective: July 26, 2020



# Charter Township of Garfield

## Grand Traverse County

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

### GUIDE FOR THE SUBMISSION OF AN APPLICATION FOR A ZONING MAP AMENDMENT

#### APPLICATION SUBMISSION

A complete application for a zoning map amendment consists of the following:

- a. A properly completed and signed application form;
  - b. Supporting information adequate to explain your proposal;
  - c. Consent from the registered owner of the subject lands where the applicant is not the owner; and,
  - d. The required fee as set out in the Charter Township of Garfield Fee Schedule.
- The above information is required to ensure that your application is given full consideration. An incomplete or improperly prepared application will not be accepted and will result in processing delays.

#### PROCESSING THE APPLICATION

Upon receipt of an application, it will be reviewed by the Planning Department for completeness. Once determined to be complete, the application will be scheduled for a public hearing before the Garfield Township Planning Commission and public notice of the application will be provided by direct mail and/or newspaper publication. Following the public hearing, the Planning Commission will recommend approval or refusal of the application to the Township Board. Grand Traverse County Planning Commission and Garfield Township Board consideration follows, including a second public hearing at the Township Board.

At the appropriate times, the applicant, owner or agent, as the case may be, will receive the following:

- a. Written acknowledgement of receipt of the submitted application and fees;
- b. Notice of completed application;
- c. Written notice of the public meeting before the Garfield Township Planning Commission (the applicant, owner, agent and the public will have the opportunity to make a verbal presentation at the meeting);
- d. Written notice of the public meeting before the Garfield Township Board (the applicant, owner, agent and the public will have the opportunity to make a verbal presentation at the meeting);
- e. A copy of the staff reports; and
- f. Written decision of the Garfield Township Board.

#### ASSISTANCE

Before submitting an application, it is recommended that you contact the Planning Department to arrange an appointment to discuss your proposed application. Time is often saved by these preliminary discussions. It may be necessary to seek the assistance of independent professional help (e.g. planning consultant, engineer, etc.) for complex applications.

#### FEES AND SUBMISSION

Fees for zoning ordinance amendments are established by resolution of the Garfield Township Board and are set out in the current Fee Schedule. Current application fees (subject to change – please confirm with current fee schedule) are established as follows:

Petition for Zoning Ordinance Text Amendment:	\$1,000.00
Petition for Zoning Ordinance Map Amendment:	\$750.00
Petition for Conditional Rezoning Amendment	\$1,000.00

Additional fees may be required if a review by independent professional help is deemed necessary by the Township. If required, such additional fees must be placed in escrow by the applicant prior to any further processing of this application. Any unused escrow funds shall be returned to the applicant.

**REQUIRED SUBMISSION MATERIAL:** completed application, ten (10) 11" X 17" copies of the proposed map amendment location, and review fee.

For additional information or assistance in completing this development application, please contact the Planning Department at (231) 941-1620. Please submit the completed application and fees to the Planning Department, Charter Township of Garfield, 3848 Veteran's Drive, Traverse City, Michigan, 49684.





# Charter Township of Garfield

## Grand Traverse County

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

### APPLICATION FOR ZONING MAP AMENDMENT

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

#### A. APPLICANT INFORMATION

Name of Applicant: Larry Tomlinson / William Tomlinson  
Address: 6618 E. Lincoln Rd Cedar 49621 / 7597 Maple St. Grawn 49637  
Phone: 231-946-3119 / 231-640-0305 E-mail: btoml318@gmail.com

Name of Agent: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name of Owner: Larry Tomlinson William Tomlinson Jeffrey Tomlinson Steven Tomlinson  
Address: 6618 E. Lincoln Rd 49621 7597 Maple St. Grawn Mi. 49637  
Phone: 231-946-3119 / 231-640-0305 E-mail: btoml318@gmail.com  
Please specify to whom all communications should be sent: Applicant  Agent  Owner

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

Tax Parcel ID Number: 28-05-016-038-00

Parcel Address: 3479 Veterans Dr. Traverse City, Mi 49684

Legal Description: GA 200-A COM AT NE COR OF NE 1/4 OF SE 1/4 TH W ALG 1/4 LINE 430' TH S 198' TH E TO CO HWY TH N ALG HWY 198' TO BEG SEC 16 T27N R11W EXC RD RW.

Are there any easements or restrictive covenants affecting the subject lands? Yes  No

If yes, describe the easement or covenant and its effect: \_\_\_\_\_

#### C. PURPOSE OF APPLICATION

Please explain why the zoning ordinance amendment is being requested (if additional space is required, please attach a separate sheet): We have a potential buyer that would like to use the property for an office

Present zoning: R-1 Low Density Residential

Proposed zoning: C-O commercial office

Present Garfield Township Comprehensive Plan designation: R-1 Low Density Residential

Explain how the application for zoning ordinance amendment conforms to the comprehensive plan: This is an area that is becoming Commercial-Office. There are only four residences on that side of street between the cemetery and Sunset Ln.

Are conditions being voluntarily offered as part of this zoning amendment application? Yes  No

If yes, please attach a detailed description of the conditions being offered as part of this application.

**D. PROPERTY INFORMATION**

Present use of the subject lands: Residential

Proposed use of the subject lands: Commercial Office

Present use of adjacent properties: Vacant, residential, commercial across the street

If known, the length of time the existing uses have continued on the subject lands: 30+ years

Are there any existing buildings or structures on the subject lands? Yes  No

Are any existing buildings on the subject lands designated as being historically significant? Yes  No

If yes, identify and provide details of the historically significant building(s).

If known, the date existing buildings or structures were constructed on the subject lands: 1949

**E. PREVIOUS USE OF THE PROPERTY**

Has there been an industrial or commercial use on the subject lands or adjacent lands?

Yes  No  Unknown  If yes, specify the use(s): \_\_\_\_\_

Has a gas station been located on the subject lands or adjacent lands at any time?

Yes  No  Unknown

Has there been petroleum or other fuel stored on the subject lands or adjacent lands at any time?

Yes  No  Unknown

Is there reason to believe the subject lands may have been contaminated by former uses on or adjacent to the site?

Yes  No  Unknown

If you answered yes to any of the above questions, a previous use inventory showing all known former uses of the subject lands, or if appropriate, the adjacent lands, is needed. Is the inventory attached?

Yes  No

**F. OTHER INFORMATION**

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

**G. SUPPORTING MATERIAL TO BE SUBMITTED BY APPLICANT**

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

1. The scale of the drawing and a north arrow
2. Boundaries and dimensions of the subject lands
3. The legal description of the subject lands
4. Any major topographical features
5. The approximate location of all natural and artificial features including but not limited to, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, pipelines, gas wells, wetlands, wooded areas that are located on the subject land and on land that is adjacent to it and may affect the application
6. The name and location of any adjacent highway, street, alley or railway
7. The location and nature of any easements affecting the subject land
8. The location, size and type of all existing buildings and structures on the subject land, indicating their setbacks from property lines
9. Location, dimensions and numbers of off-street parking spaces, parking structures and aisles, and the location of accesses
10. Any signs and lighting facilities and their location
11. Current uses of land that is adjacent to the subject land
12. Location of any existing outside storage, refuse storage and disposal facilities
13. Any additional information deemed by the Township to be necessary for proper review of the request.

**H. PERMISSION TO ENTER SUBJECT LANDS**

Permission is hereby granted to Garfield Township staff, Planning Commissioners and Board Members to enter the premises subject to this application for the purposes of making inspections associated with this application, during normal and reasonable working hours.

Larry Tomlinson  
Signature    Owner     Applicant     Agent

2/11/2020  
Date

**I. DECLARATION**

I, Larry Tomlinson/William Tomlinson solemnly declare that all of the above statements and the statements contained in all of the exhibits transmitted herewith are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Larry Tomlinson  
Signature    Owner     Applicant     Agent

2/11/2020  
Date

William S. Tomlinson

2-11-2020

**J. OWNER'S AUTHORIZATION**

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

I/We Larry, William, Jeffery, Steven Tomlinson am/are the registered owner(s) of the lands that is the subject of this application for a zoning ordinance amendment.

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

Larry Tomlinson  
Owner's Signature

2/11/2020  
Date

William S. Tomlinson  
Owner's Signature

2-11-2020  
Date

Jeff Tomlinson  
Steven H. Tomlinson

2-11-2020  
2-12-2020

# Plat Map

Client	William Tomlinson						
Property Address	3479 Veterans Dr	County	Grand Traverse	State	MI	Zip Code	49684
City	Traverse City						
Appraiser	Robert J Reamer						



To: Garfield Twp. Planning Board and Twp. Board of Trustees  
From: William Tomlinson  
Subject: 3479 Veterans Drive Zoning change request  
Date: May 28, 2020

My brothers and I are the owners of 3479 Veterans Drive, this property has been in our family since the mid 1940s. This is where we grew up and was our fathers residence until 2017 when he passed away. As you know this street has changed significantly over those years and was very difficult for him to access the street from his driveway during certain periods of the day.

The reason we are requesting this zoning change is that we had a family friend that wanted to purchase the property and use it for his office. This, like most things in this time of Covid-19 has been delayed or may not happen depending on the economy.

Looking at your zoning map, The property across the street is zoned Commercial/Local and continuing to the south to Albany St.. Next to our property to the south are two lots owned by Mike Orth that are R-1. Mike is a lifelong family friend and has no objection to the zoning change. He in fact thought that both his and our property was already commercial. He was going to talk about this with Mr. Stych. Continuing south on the west side of Veterans Dr. is zoned Commercial/Local down to Sunset Ln. The property to the north next to ours is zoned R-1 and part of the Memorial Gardens holdings owned by the Bostwick family. The second property to the north has already been rezoned to Commercial-Office and is being used in that capacity. The property to the west is R-1, and has a residence on it however due to the topography of our property ( a large hill ) it would be very difficult or impossible to build any type of structure on the western most third of the property and the zoning change should have minimal if any impact on this residence.

I would like to point out that in the packet for the May public hearing the width of the property was incorrectly stated as 109 feet. The correct width is 198 feet wide.

In summary I would like to once again state that the second property to the north is already " spot " zoned as commercial office and ask you to look at Veterans Drive, this is no longer a residential street.

Sincerely:

A handwritten signature in cursive script that reads "William J. Tomlinson". The signature is written in black ink and is positioned to the right of the word "Sincerely:".

June 1, 2020

To the Garfield Township Zoning board:

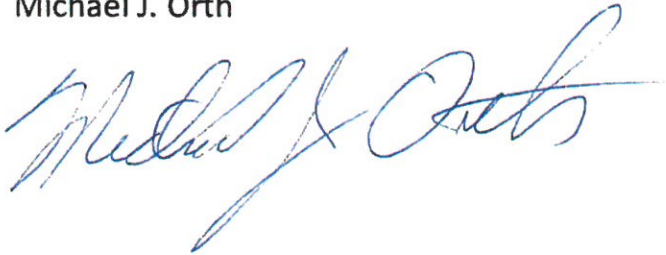
Concerning the proposed Tomlinson zoning change from residential to a commercial property.


My name is Mike Orth and I own the property to the South, parcel number 28-05-016-036-00. It was requested from Mr. Bill Tomlinson to address the Zoning Board of any concerns or objections to the proposed change. This letter is to inform the Board that I have NO objections to the zoning change.

I hope this helps expedite this process.

Thank you for your time. If you still have questions please contact me at (231) 631-1958.

Michael J. Orth

A handwritten signature in blue ink, appearing to read "Michael J. Orth". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

 <b>Charter Township of Garfield</b> <b>Planning Department Report No. 2020-110</b>			
Prepared:	July 7, 2020	Pages:	5
Meeting:	July 14, 2020 Planning Commission	Attachments:	<input checked="" type="checkbox"/>
Subject:	Village at LaFranier Woods PUD Final Review – Township Board		
Applicant:	RW Properties I LLC		
Owner:	Louis G. and Marvel R. LaFranier Trusts		
File No.	PUD 2019-01		
Parcel No.	05-023-041-00		

**SUBJECT PROPERTY:**

- 2242 LaFranier Road, north of Hammond Road
- 33.19 acres in area
- Currently undeveloped open and wooded land
- A-Agricultural zoning

**PURPOSE OF APPLICATION:**

The application proposes a 385-unit Planned Unit Development (PUD) for senior living residential development including detached cottages, congregate residential buildings and assisted living residences. The proposed development would be comprised of the following buildings in four phases:

- Phase 1: One (1) three-story building complex containing 116 independent living units.
- Phase 2: Four (4) one-story duplex and eight (8) one-story fourplex independent cottages totaling 40 units.
- Phase 3: One (1) one-story building complex containing 113 assisted living units.
- Phase 4: One (1) three-story building complex containing 116 independent living units.

*Note: The subject parcel (05-023-041-00) is approximately 40 acres. The parcel was split resulting in approximately 33 acres for the subject development.*

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



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



**PROCEDURES:**

PUD applications are reviewed in a two-step process. Preliminary Approval for the Village of LaFranier Woods PUD was granted by the Township Board on February 25, 2020. At its meeting on July 8, the Planning Commission recommended approval of the PUD application as part of its Final Review. Following the public hearing scheduled for tonight's meeting, the Township Board will consider final action on the application.

**AGENCY REVIEWS:**

The following agency reviews have been provided by the applicant:

- Township Engineer – Water and Sewer Review
- Township Engineer – Stormwater Review
- Grand Traverse County Department of Public Works
- Grand Traverse County Road Commission
- Grand Traverse County Metro Fire Department
- Grand Traverse County Soil Erosion & Sedimentation Control

**FINDINGS OF FACT:**

The following Findings of Fact were approved by the Planning Commission at its meeting on July 8, 2020:

- 1) An application has been received to develop a 385-unit Planned Unit Development (PUD) for senior living including detached cottages, congregate residential buildings and assisted living residences.
- 2) The proposed development will be comprised of the following buildings in four phases:
  - a. Phase 1: One (1) three-story building complex containing 116 independent living units.
  - b. Phase 2: Four (4) one-story duplex and eight (8) one-story fourplex independent cottages totaling 40 units.



- c. Phase 3: One (1) one-story building complex containing 113 assisted living units.
  - d. Phase 4: One (1) three-story building complex containing 116 independent living units.
- 3) The subject parcel is 33.19 acres located at 2242 LaFranier Road.

**Section 426.E(4) Criteria**

- (a) The uses will be compatible with the natural environment, and with adjacent and surrounding land uses and properties, and will not have an adverse economic, social or environmental impact on adjacent and surrounding land uses and properties;
  - **Finding:** The Planning Commission finds that this standard HAS BEEN MET because the application proposes a variety of senior living residential housing units which are compatible with surrounding multi-family and single-family residential; are located on a large parcel which will provide open space and landscaping between uses; and will not have an adverse impact on adjacent or surrounding properties.
- (b) The uses will be compatible with the capacity of existing public services and facilities, or of planned and feasible future public services and facilities, and such use is consistent with the public health, safety and welfare of the Township residents;
  - **Finding:** The Planning Commission finds that this standard HAS BEEN MET. The proposed development is in an area planned to have high density residential uses and will be adequately served by existing available services, including water and sewer services. Other agency reviews have been conducted to ensure that road design and emergency service requirements have been met. The plan reflects future cross access between the subject parcel and adjacent parcels. Reviews have been obtained from the Township Engineer, Grand Traverse Metro Fire Department, Grand Traverse County Department of Public Works, Grand Traverse County Road Commission, and Grand Traverse County Soil Erosion & Sedimentation Control.
- (c) The uses and development are warranted by the design of additional amenities made possible with, and incorporated by, the development proposal;
  - **Finding:** The Planning Commission finds that this standard HAS BEEN MET. The proposed development includes outdoor amenities such as sidewalks, nature trail and gardens throughout the site. Other outdoor amenities are located adjacent to the buildings include outside patios, pergolas and fireplaces. The development will include many indoor amenities for residents including entertainment areas, libraries, computer rooms, beauty salons, health clinics, fitness centers, etc.
- (d) Insofar as practicable, the landscape shall be preserved in its natural state by minimizing tree and soil disturbance and removal;
  - **Finding:** The Planning Commission finds that this standard HAS BEEN MET. The proposed development has an extensive landscaping plan that utilizes existing trees where possible, provides landscaped buffers with adjacent properties and creates an attractive visual aesthetic for the site. Onsite contaminated soils from previous agricultural uses will be mitigated and addressed to meet residential requirements for the site.

- (e) Existing important natural, historical and architectural features within the development shall be preserved;
- Finding: The Planning Commission finds that the standard HAS BEEN MET because the applicant has made reasonable efforts to protect and retain existing mature vegetation and provide open space on the property. The previous use of the site was a fruit orchard with no buildings or structures.
- (f) Proposed buildings shall be sited harmoniously to the terrain and to other buildings in the vicinity that have a visual relationship to the proposed buildings;
- Finding: The Planning Commission finds that the standard HAS BEEN MET because the proposed building setbacks are compatible and create a residential campus setting for all the uses. Street layouts, signs, and landscaping create a unified look for the development.
- (g) With respect to vehicular and pedestrian circulation and parking, special attention shall be given to the location and number of access points to public streets, minimizing potential motorized/non-motorized conflict points, width of interior drives and access points, general interior circulation, separation of pedestrian and vehicular traffic, and the arrangement of parking areas that are safe and convenient and, insofar as is practicable, do not detract from the design of proposed structures and neighboring properties;
- Finding: The Planning Commission finds that the standard HAS BEEN MET because the proposed roadways, drives, sidewalks and walking paths are laid out in a cohesive manner. The entrance to the development has been approved by the Road Commission. Future connections are identified to the adjacent properties to the north and south of the subject parcel.
- (h) Landscaping is provided to ensure that proposed uses will be adequately buffered from one another and from surrounding public and private property and, where applicable, to create a pleasant pedestrian scale outdoor environment;
- Finding: The Planning Commission finds that the standard HAS BEEN MET because consistent landscaping is proposed that is attractive and serves to provide buffers where needed.
- (i) The development consolidates and maximizes useable open space;
- Finding: The Planning Commission finds that the standard HAS BEEN MET because the development plan provides 8.6 acres of open space, including two larger garden areas and one wooded area. Common areas and activities have also been identified, including patios, sidewalks, and walking paths.
- (j) The benefits of the development are not achievable under any single zoning classification; and
- Finding: The Planning Commission finds that the standard HAS BEEN MET because the development plan presents a mixed-use development which is not achievable under any single zoning district.
- (k) The development is compatible with the intent and purpose of the adopted master plan.

- Finding: The Planning Commission finds that the standard HAS BEEN MET because the amended development plan remains generally consistent with the Master Plan designation for this area as high density residential (6-10 units per acre). The planned density for Village at LaFranier Woods PUD is approximately 11 units per acre.

**ACTION REQUESTED:**

The following motion is offered for consideration:

MOTION THAT the Findings of Fact for application PUD 2019-01, as presented in Planning Department Report 2020-110, BE ADOPTED.

The following motion is to grant *final* approval for the project in accordance with Section 426 of the Zoning Ordinance:

MOTION THAT Application PUD 2019-01, submitted by RW Properties I LLC for the Village at LaFranier Woods PUD, BE APPROVED.

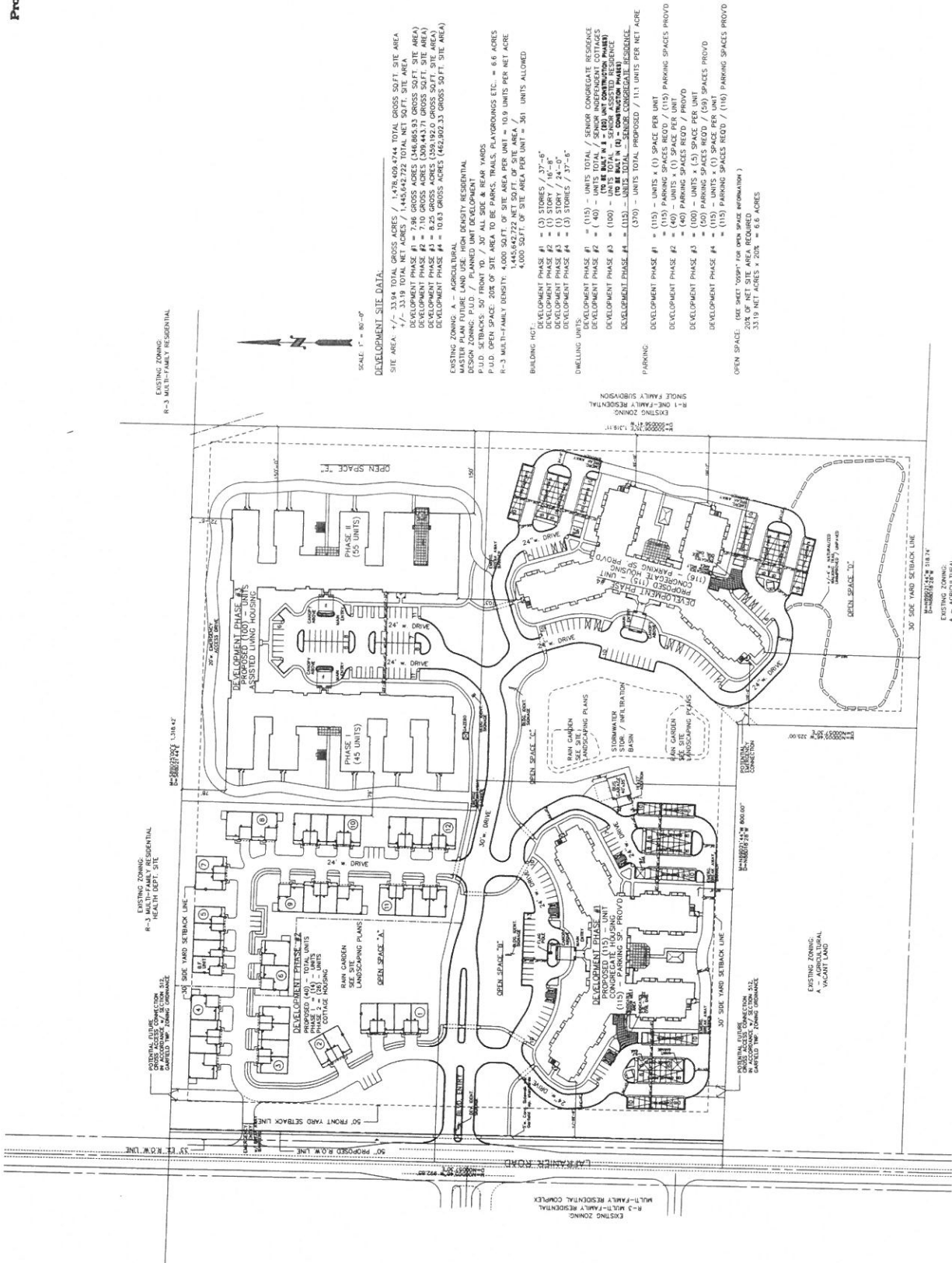
**Attachments:**

1. Sheets SP1, OSSP1, and three façade renderings from the Village of LaFranier Woods PUD plan set provided by Progressive Associates, Inc. dated June 15, 2020
2. Sheet L-200 from the Village of LaFranier Woods PUD plan set provided by Nederveld dated June 4, 2020

638 W. Long Lake #250  
 Farmington Hills, MI 48302  
 Ph. 248-548-5940  
 Email: info@progressiveassociates.com  
 Website: www.progressiveassociates.com

PROGRESSIVE NORTH, L.L.C.  
 470 East Main Street, Suite 448  
 Farmington Hills, MI 48302  
 Email: info@progressive-north.com  
 Website: www.progressive-north.com

Issue For:	Final P.U.D. Approval
Review:	03.03.19
Conceptual Review:	08.08.19
Prelim P.U.D. Approval:	02.05.20
Final P.U.D. Approval:	06.01.20
Final P.U.D. Approval:	06.15.20



SCALE: 1" = 80'-0"

**DEVELOPMENT SITE DATA:**  
 SITE AREA +/- 33.84 TOTAL GROSS ACRES / 1,478,608,874 TOTAL GROSS SQFT. SITE AREA  
 +/- 33.19 TOTAL NET ACRES / 1,445,642,722 TOTAL NET SQFT. SITE AREA  
 DEVELOPMENT PHASE #1 = 7.96 GROSS ACRES (346,885.93 GROSS SQFT. SITE AREA)  
 DEVELOPMENT PHASE #2 = 7.96 GROSS ACRES (346,885.93 GROSS SQFT. SITE AREA)  
 DEVELOPMENT PHASE #3 = 8.25 GROSS ACRES (349,999.99 GROSS SQFT. SITE AREA)  
 DEVELOPMENT PHASE #4 = 10.83 GROSS ACRES (462,802.33 GROSS SQFT. SITE AREA)

**EXISTING ZONING: A - AGRICULTURAL**  
 MASTER PLAN FUTURE LAND USE: HIGH DENSITY RESIDENTIAL  
 DEVELOPMENT DENSITY: 100 UNITS PER ACRE  
 P.U.D. SETBACKS: 50' FRONT, 10' SIDE, REAR, 14' BORDERS  
 P.U.D. OPEN SPACE: 20% OF SITE AREA TO BE PARKS, TRAILS, PLAYGROUNDS ETC. = 6.6 ACRES  
 R-3 MULTI-FAMILY DENSITY: 4,000 SQFT. OF SITE AREA PER UNIT = 10.9 UNITS PER NET ACRE  
 1,445,642,722 NET SQFT. OF SITE AREA / 132,622 SQFT. PER UNIT = 361 UNITS ALLOWED

**BUILDING HEIGHT:**  
 DEVELOPMENT PHASE #1 = (3) STORES / 37'-6"  
 DEVELOPMENT PHASE #2 = (1) STORY / 16'-8"  
 DEVELOPMENT PHASE #3 = (1) STORY / 16'-8"  
 DEVELOPMENT PHASE #4 = (3) STORES / 37'-6"

**DWELLING UNITS:**  
 DEVELOPMENT PHASE #1 = (115) - UNITS TOTAL / SENIOR CONGREGATE RESIDENCE  
 DEVELOPMENT PHASE #2 = (40) - UNITS TOTAL / SENIOR CONGREGATE RESIDENCE  
 DEVELOPMENT PHASE #3 = (100) - UNITS TOTAL / SENIOR CONGREGATE RESIDENCE  
 DEVELOPMENT PHASE #4 = (115) - UNITS TOTAL / SENIOR CONGREGATE RESIDENCE

**PARKING:**  
 (370) - UNITS TOTAL PROPOSED / 113 UNITS PER NET ACRE  
 DEVELOPMENT PHASE #1 = (115) - UNITS x (1) SPACE PER UNIT  
 DEVELOPMENT PHASE #2 = (40) - UNITS x (1) SPACE PER UNIT  
 DEVELOPMENT PHASE #3 = (100) - UNITS x (1) SPACE PER UNIT  
 DEVELOPMENT PHASE #4 = (115) - UNITS x (1) SPACE PER UNIT

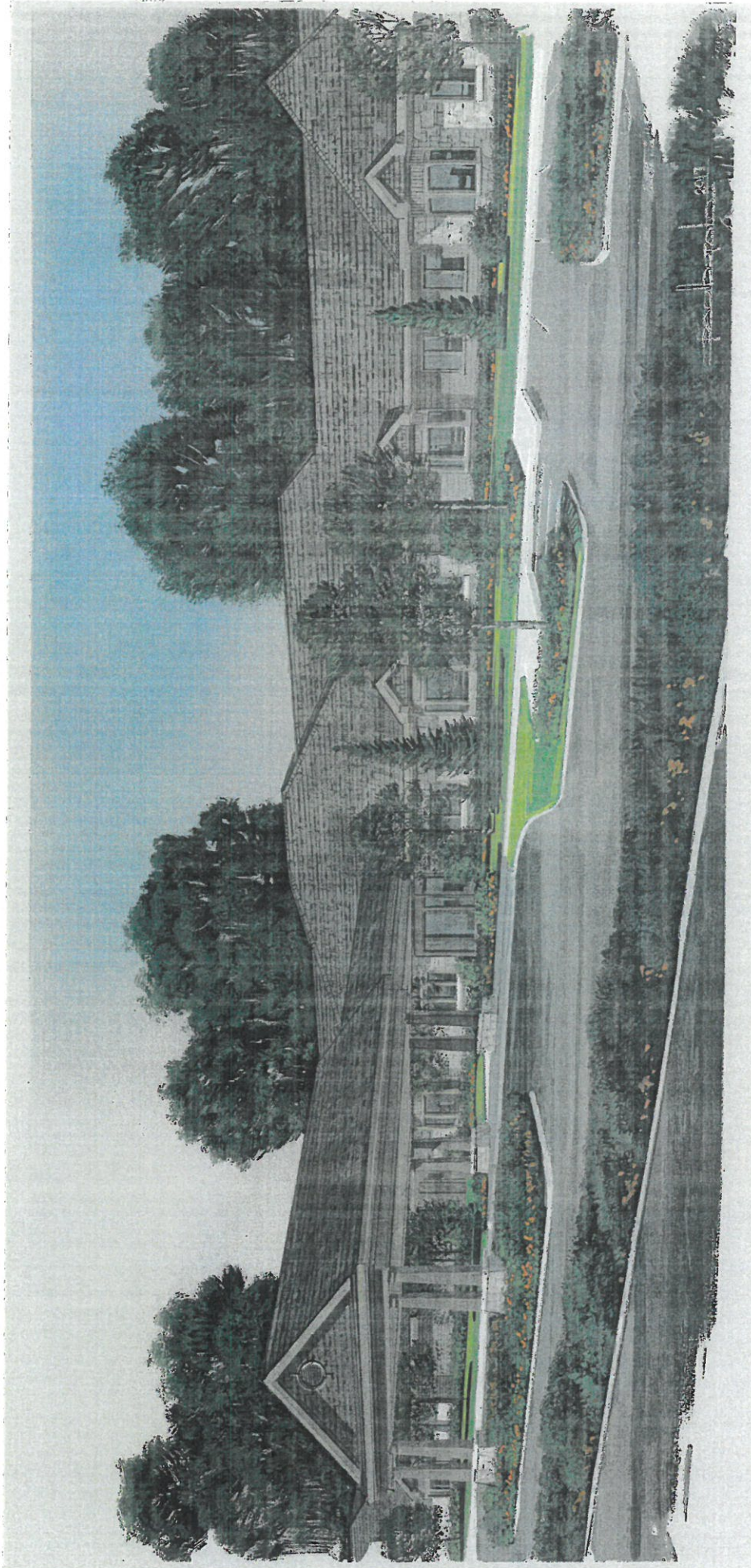
**OPEN SPACE: (SEE SHEET "OPEN SPACE INFORMATION")**  
 23% OF NET SITE AREA REQUIRED  
 33.19 NET ACRES x 20% = 6.6 ACRES





Progressive Associates, Inc. Architects  
838 W. Long Lake Road  
Suite 250  
Bloomfield Hills, Michigan 48302  
248-540-5940

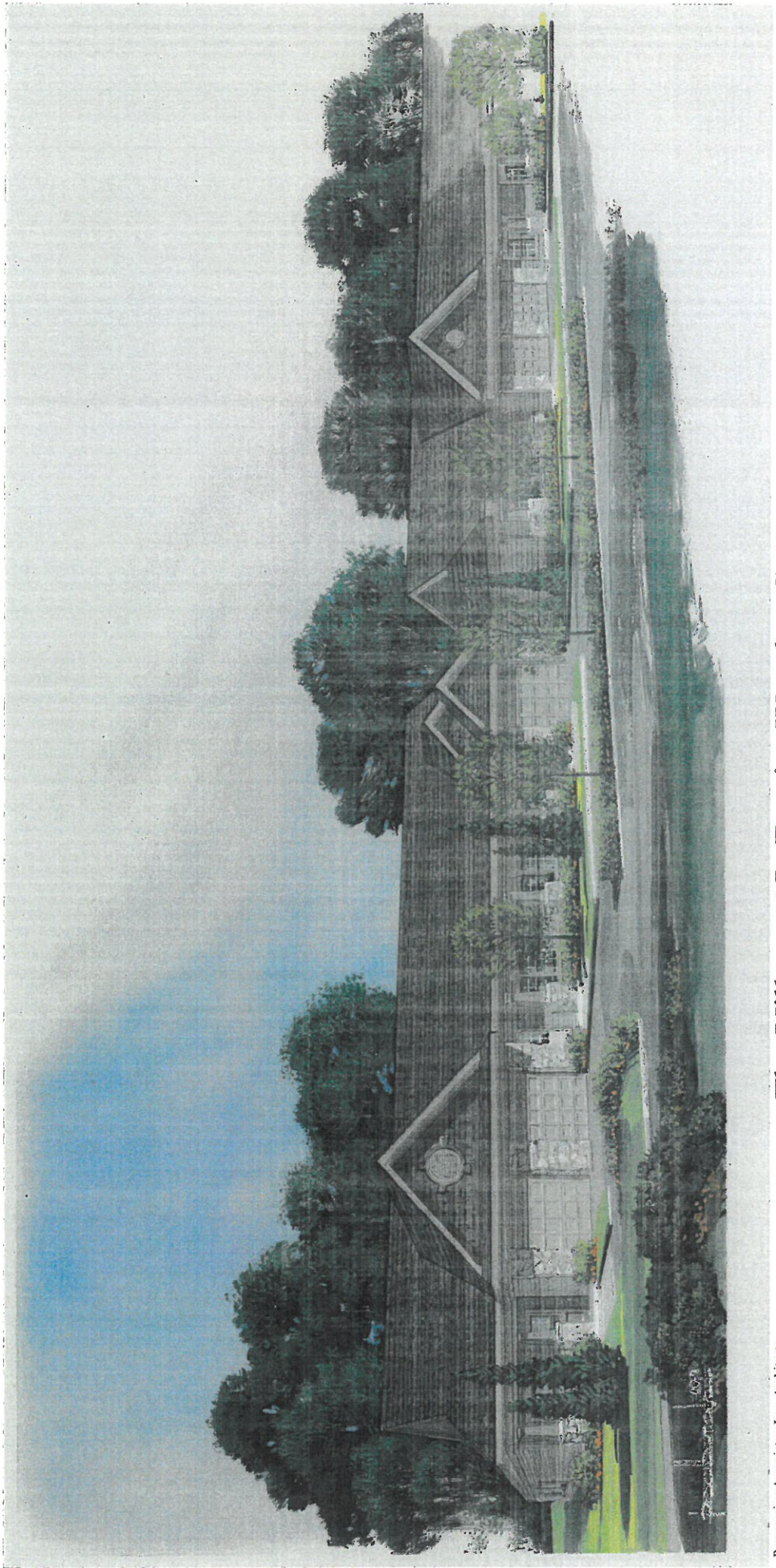
**The Village at LaFranier Woods - Congregate**  
Garfield Township, Michigan  
developer: REENDERS, Inc.



Progressive Associates, Inc. Architects  
838 W. Long Lake Road  
Suite 250  
Bloomfield Hills, Michigan 48302  
248-540-5940

# The Village at LaFranier Woods - Assisted Living

Garfield Township, Michigan  
developer: REENDERS, Inc.




Progressive Associates, Inc. Architects  
838 W. Long Lake Road  
Suite 250  
Bloomfield Hills, Michigan 48302  
248-540-5940

**The Village at LaFranier Woods - Cottages**  
Garfield Township, Michigan  
developer: REENDERS, Inc.





 <b>Charter Township of Garfield</b> <b>Planning Department Report No. 2020-111</b>			
Prepared:	July 7, 2020	Pages:	5
Meeting:	July 14, 2020 Township Board	Attachments:	<input checked="" type="checkbox"/>
Subject:	Oakleaf Village of Garfield Township PUD Preliminary Review		
Applicant:	Wallick Communities		
Owner:	OTTO, LLC		
File No.	PUD 2020-01		
Parcel No.	05-018-013-00		

**SUBJECT PROPERTY:**

- 5143 North Long Lake Road, west of Zimmerman Road
- 52.56 acres in area
- Currently undeveloped open land
- A-Agricultural zoning

**PURPOSE OF APPLICATION:**

The application proposes a Planned Unit Development (PUD) for senior living campus including the following:

- Phase 1 – 154 units
  - 155,000 square-foot one-story and two-story licensed Adult Care Facility (50 Independent Living Apartments, 60 Assisted Living, and 24 Memory Care units)
  - 20 Independent Living detached villas
  - 1,800 square-foot maintenance building
- Phase 2 – 75 units
  - 33 detached single-family homes
  - Addition to Adult Care Facility (30 Assisted Living and 12 Memory Care units)

Based on this configuration, 229 total units are proposed.

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



**PROCEDURE:**

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

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

The Planning Commission held a public hearing on the PUD application on June 10, 2020. At its July 8 meeting, the Planning Commission made a recommendation to the Township Board to grant preliminary PUD approval.

The Township Board may hold a public hearing on the application for preliminary PUD approval and may specify additional conditions or requirements that shall be satisfied prior to submission of the PUD under Section 426.C Final Review and Decision.

Preliminary plans may not be changed or amended except as required by final engineering.

**FINDINGS OF FACT:**

- 1) An application has been received to develop a 229-unit Planned Unit Development (PUD) for senior living (including an adult care facility and detached villas) and single-family residential dwellings.
- 2) The proposed development will be comprised of the following two phases:
  - a. Phase 1 – 154 units containing a 155,000 square-foot one-story and two-story licensed Adult Care Facility (50 Independent Living Apartments, 60 Assisted Living, and 24 Memory Care units), 20 Independent Living detached villas, and an 1,800 square-foot maintenance building
  - b. Phase 2 – 75 units containing 33 detached single-family homes and an Addition to Adult Care Facility (30 Assisted Living and 12 Memory Care units)
- 3) The subject parcel is 52.56 acres located at 5143 North Long Lake Road.

**Section 426.E(4) Criteria**

- (a) The uses will be compatible with the natural environment, and with adjacent and surrounding land uses and properties, and will not have an adverse economic, social or environmental impact on adjacent and surrounding land uses and properties;
  - Finding: The Planning Commission finds that this standard HAS BEEN MET because the application proposes a variety of senior living and single family residential housing units which are compatible with surrounding institutional, multi-family, and single-family residential uses; are located on a large parcel which will provide open space and landscaping between uses; and will not have an adverse impact on adjacent or surrounding properties.
- (b) The uses will be compatible with the capacity of existing public services and facilities, or of planned and feasible future public services and facilities, and such use is consistent with the public health, safety and welfare of the Township residents;
  - Finding: The Planning Commission finds that this standard HAS BEEN MET. The proposed development is located in an area with a variety of existing institutional, office,

and residential uses and will be adequately served by existing available services, including water and sewer services. Other agency reviews have been conducted to ensure that road design and emergency service requirements have been met.

- (c) The uses and development are warranted by the design of additional amenities made possible with, and incorporated by, the development proposal;
- Finding: The Planning Commission finds that this standard HAS BEEN MET. The proposed development includes outdoor amenities such as a multi-use path, pocket neighborhood parks, outdoor patio, gazebos, pickleball courts and water features. The development will include many indoor amenities for residents including 24-hour care and security, state of the art dining and exercise facilities, multi-purpose room used for movie nights and large group activities, bistros and pubs, classes, planned indoor and outdoor activities, beauty salon and barbershop, and large living rooms to gather with friends and family.
- (d) Insofar as practicable, the landscape shall be preserved in its natural state by minimizing tree and soil disturbance and removal;
- Finding: The Planning Commission finds that this standard HAS BEEN MET. The proposed development has an extensive landscaping plan that utilizes existing trees where possible, provides landscaped buffers with adjacent properties and creates an attractive visual aesthetic for the site.
- (e) Existing important natural, historical and architectural features within the development shall be preserved;
- Finding: The Planning Commission finds that the standard HAS BEEN MET because the applicant has made reasonable efforts to provide open space on the property. The previous use of the site was farmland with no identifiable features.
- (f) Proposed buildings shall be sited harmoniously to the terrain and to other buildings in the vicinity that have a visual relationship to the proposed buildings;
- Finding: The Planning Commission finds that the standard HAS BEEN MET because the proposed building setbacks are compatible and create a residential campus setting for all the uses. Building architecture, street layouts, signs, park features, and landscaping create a unified look for the development.
- (g) With respect to vehicular and pedestrian circulation and parking, special attention shall be given to the location and number of access points to public streets, minimizing potential motorized/non-motorized conflict points, width of interior drives and access points, general interior circulation, separation of pedestrian and vehicular traffic, and the arrangement of parking areas that are safe and convenient and, insofar as is practicable, do not detract from the design of proposed structures and neighboring properties;
- Finding: The Planning Commission finds that the standard CAN BE MET because the proposed roadways, drives, sidewalks, and walking paths are laid out in a cohesive manner, including safe and separate areas for pedestrians and vehicles. However, two additional issues will need to be addressed:

- i. Street connection to two adjacent neighborhoods are also proposed. The Road Commission is reviewing these connections to determine the best arrangement to facilitate maintenance of these connections.
  - ii. After review and agreement between the Road Commission and the applicant, the main entrance off North Long Lake Road in Phase I will require minor improvements by the applicant to the roadway to provide safe turning movements. For the entrance off Zimmerman Road in Phase II, the applicant is required to prepare a Traffic Impact Report. An updated Trip Generation Analysis has been provided by the applicant (see attached). The updated Analysis indicates that after completion of both phases the site will generate 958 total vehicular trips per day with 66 vehicular trips during the morning peak-hour and 87 vehicular trips during the afternoon peak-hour. These projections do not exceed the threshold requiring a Traffic Impact Report in the Zoning Ordinance; however, a Report is necessary to provide guidance to the Road Commission to determine the appropriate improvements to the Zimmerman Road entrance. The Report is not expected to impact the design and layout of the PUD and any required improvements will be performed by the applicant.
- (h) Landscaping is provided to ensure that proposed uses will be adequately buffered from one another and from surrounding public and private property and, where applicable, to create a pleasant pedestrian scale outdoor environment;
  - Finding: The Planning Commission finds that the standard HAS BEEN MET because consistent landscaping is proposed that is attractive and serves to provide buffers where needed.
- (i) The development consolidates and maximizes useable open space;
  - Finding: The Planning Commission finds that the standard HAS BEEN MET because the development plan provides approximately 12.6 acres of open space. Common areas and activities have also been identified, including multi-use path, pocket neighborhood parks, outdoor patio, gazebos, pickleball courts and water features.
- (j) The benefits of the development are not achievable under any single zoning classification; and
  - Finding: The Planning Commission finds that the standard HAS BEEN MET because the development plan presents a mixed-use development which is not achievable under any single zoning district.
- (k) The development is compatible with the intent and purpose of the adopted master plan.
  - Finding: The Planning Commission finds that the standard HAS BEEN MET because the development plan remains generally consistent with the Master Plan and surrounding existing land uses. The planned density for the PUD is approximately 4.4 units per acre. Planned unit developments in the vicinity have densities ranging from 3.4 to 4.8 units per acre.

**ACTION REQUESTED:**

The following motion is offered for consideration:

MOTION THAT the Findings of Fact for application PUD 2020-01, as presented in Planning Department Report 2020-111, BE ADOPTED.

The following motion is recommended to grant *preliminary* approval for the project in accordance with Section 426 of the Zoning Ordinance, subject to the conditions as noted.

MOTION THAT Application PUD 2020-01, submitted by Wallick Communities for the Oakleaf Village of Garfield Township PUD, receive PRELIMINARY APPROVAL by the TOWNSHIP BOARD, subject to the following conditions:

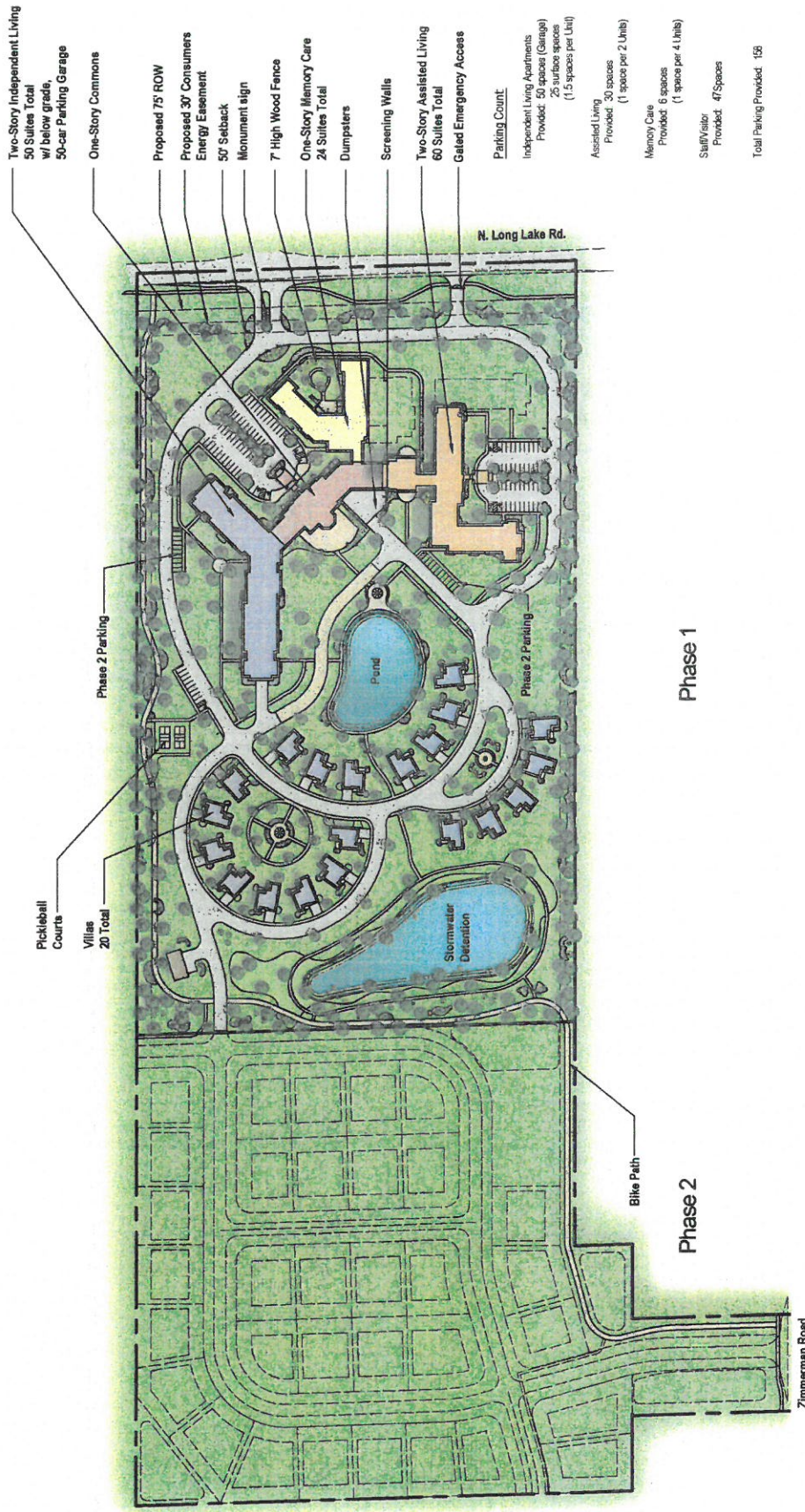
1. The developer shall apply for and obtain any necessary approvals from the Township Engineer, Grand Traverse Metro Fire Department, Grand Traverse County Department of Public Works, Grand Traverse County Road Commission, and Grand Traverse County Soil Erosion and Sedimentation Control.

**FINAL APPROVAL:**

Should Preliminary Approval for the Oakleaf Village of Garfield Township PUD be obtained, the next step is for the applicant to obtain Final Approval of the PUD. Final Approval requires review and recommendation by the Planning Commission and review and approval by the Township Board. The Township Board is required to conduct a public hearing as part of its final review.

**Attachments:**

1. Sheets A-1, A-2, A-3 of the Oakleaf Village of Garfield Township PUD plan set provided by applicant dated June 26, 2020
2. Sheets C-2 and C-3 of the Oakleaf Village of Garfield Township PUD plan set provided by applicant dated June 26, 2020 and June 29, 2020
3. Sheet L-1 of the Oakleaf Village of Garfield Township PUD plan set provided by applicant dated June 26, 2020



Two-Story Independent Living  
50 Suites Total  
w/ below grade,  
50-car Parking Garage

One-Story Commons

Proposed 75 ROW

Proposed 30 Consumers  
Energy Easement

50' Setback  
Monument sign

7' High Wood Fence

One-Story Memory Care  
24 Suites Total

Dumpsters

Screening Walls

Two-Story Assisted Living  
60 Suites Total

Gated Emergency Access

Parking Count

Independent Living Apartments  
Provided: 50 spaces (Garage)  
25 surface spaces  
(1.5 spaces per Unit)

Assisted Living  
Provided: 30 spaces  
(1 space per 2 Units)

Memory Care  
Provided: 6 spaces  
(1 space per 4 Units)

Staff/Visitor  
Provided: 47 Spaces

Total Parking Provided: 105

Pickleball  
Courts

Phase 2 Parking

Villas  
20 Total

Pond

Phase 2 Parking

Stormwater  
Detention

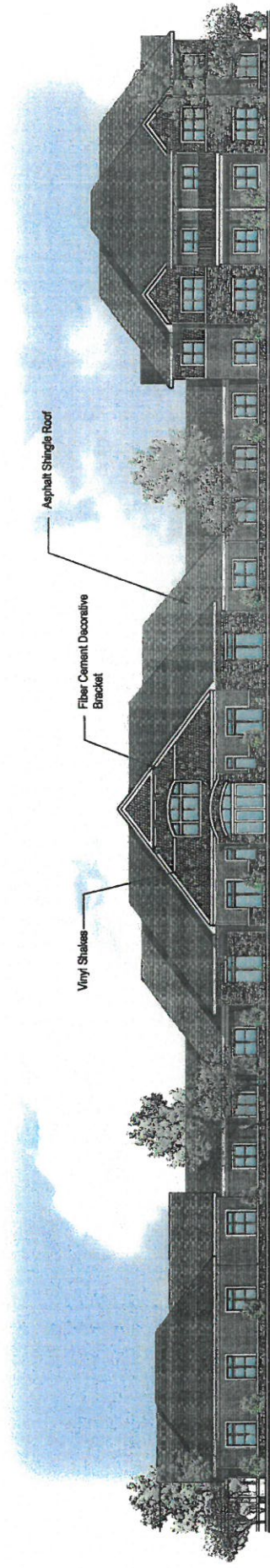
Phase 1

Phase 2

Bike Path

Zimmerman Road

N. Long Lake Rd.



Memory Care  
**A - MAIN ENTRY ELEVATION**

Independent Living

0 7 7 10  
 GRAPHIC SCALE

Asphalt Shingle Roof

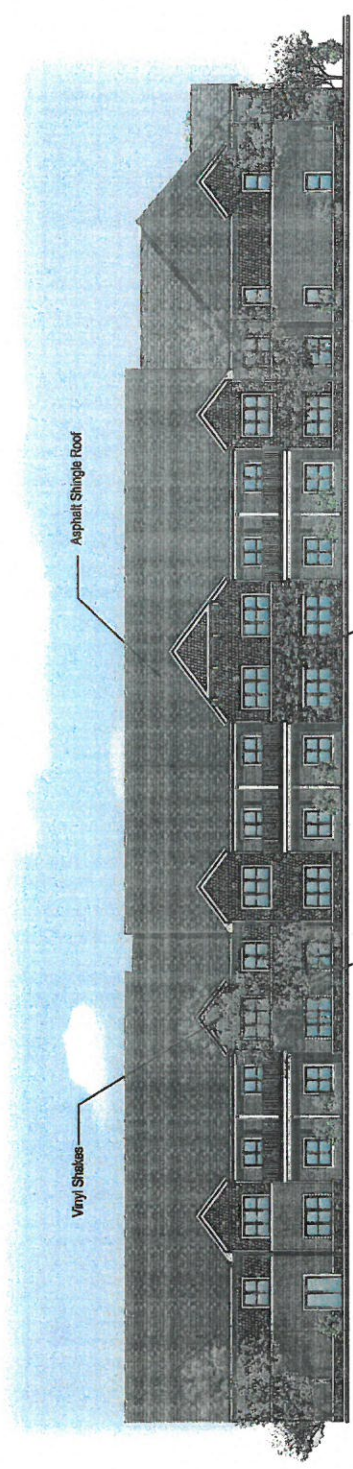
Fiber Cement Decorative Bracket

Vinyl Shakes

Commons

Horizontal Siding

Stone Veneer



**B - IL APARTMENT ELEVATION**

0 7 7 10  
 GRAPHIC SCALE

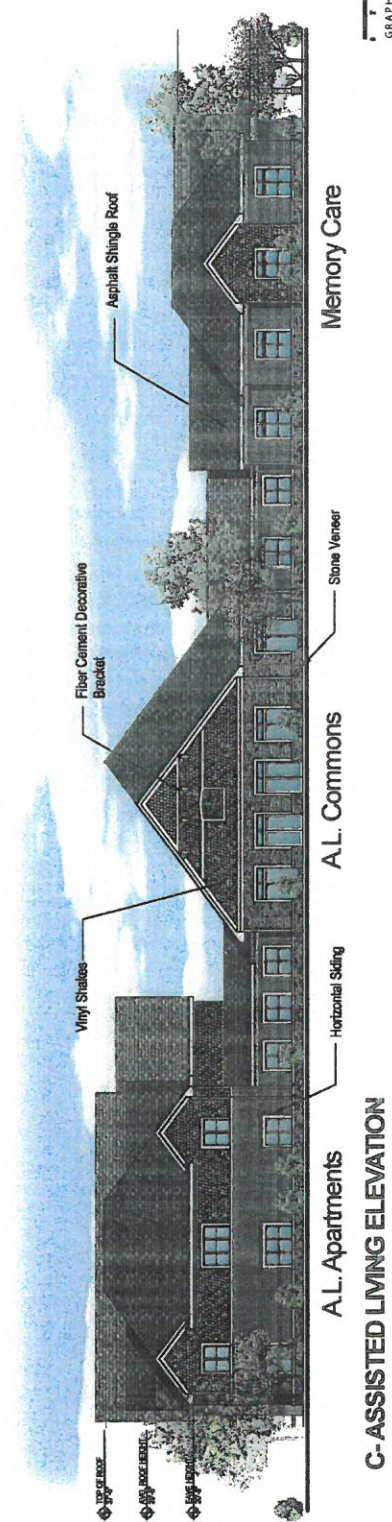
Asphalt Shingle Roof

Vinyl Shakes

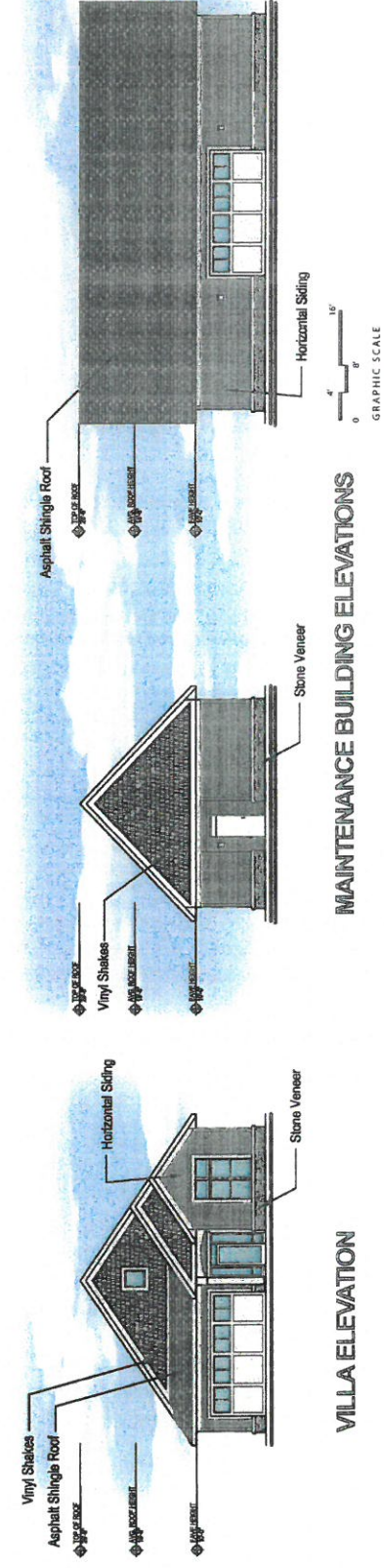
Horizontal Siding

Stone Veneer

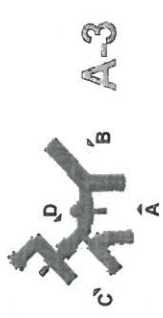
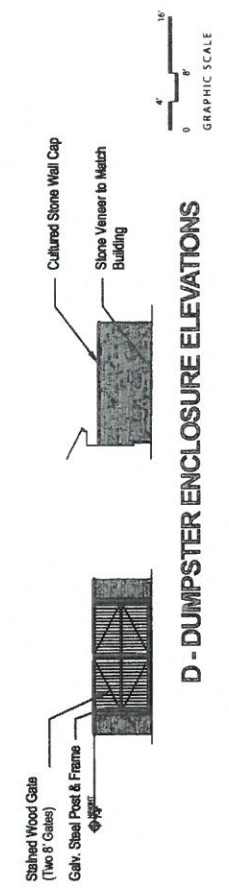




C- ASSISTED LIVING ELEVATION



VILLA ELEVATION



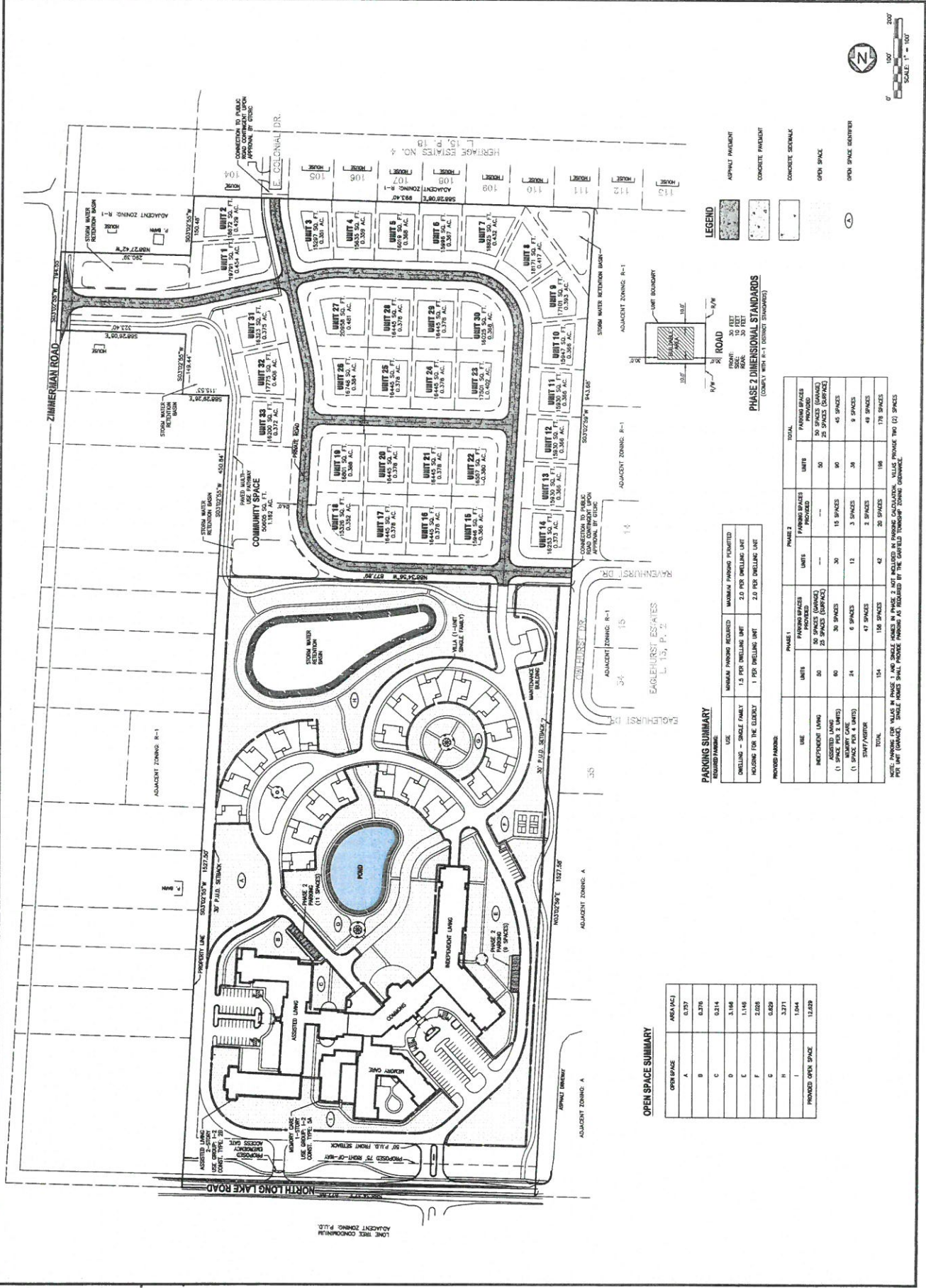


PROJECT NO. 2008002  
 PROJECT NAME: OAKLEAF VILLAGE OF GARFIELD TOWNSHIP  
 DRAWN BY: J. M. ...  
 CHECKED BY: ...

Oakleaf Village of Garfield Township  
 Site Layout Plan (Phase 2)

REV	DATE	DESCRIPTION
1	08.15.2008	PLANNING COMMISSION REVIEW
2	08.15.2008	FINAL REVIEW

**LANDTECH**  
 Professional Surveying & Engineering  
 1775 MOUNTAIN VIEW  
 GARFIELD COUNTY, MICHIGAN  
 231.544.5000  
 landtech.com



**LEGEND**

[Symbol]	APPLY PAVEMENT
[Symbol]	CONCRETE PAVEMENT
[Symbol]	CONCRETE SIDEWALK
[Symbol]	OPEN SPACE
[Symbol]	OPEN SPACE BOUNDARY

**PHASE 2 DIMENSIONAL STANDARDS**  
 (COMPLY WITH R-1 DISTRICT STANDARDS)

USE	MINIMUM PARKING REQUIRED	MAXIMUM PARKING PERMITTED
DWELLING - SINGLE FAMILY	1.5 PER DWELLING UNIT	2.0 PER DWELLING UNIT
DWELLING FOR THE ELDERLY	1 PER DWELLING UNIT	2.0 PER DWELLING UNIT

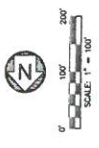
  

USE	PHASE 1		PHASE 2		TOTAL
	UNITS	PARKING SPACES REQUIRED	UNITS	PARKING SPACES PROVIDED	
INDEPENDENT LIVING	50	50 SPACES (GARAGE)	50	50 SPACES (GARAGE)	100
ASSISTED LIVING	60	30 SPACES (SURFACE)	60	30 SPACES (SURFACE)	120
ADULT CARE (1 SPACE PER 2 UNITS)	34	15 SPACES	34	15 SPACES	68
ADULT CARE (1 SPACE PER 4 UNITS)	34	6 SPACES	34	3 SPACES	68
START/PORTER	154	47 SPACES	154	2 SPACES	308
<b>TOTAL</b>		<b>156 SPACES</b>		<b>100 SPACES</b>	<b>256 SPACES</b>

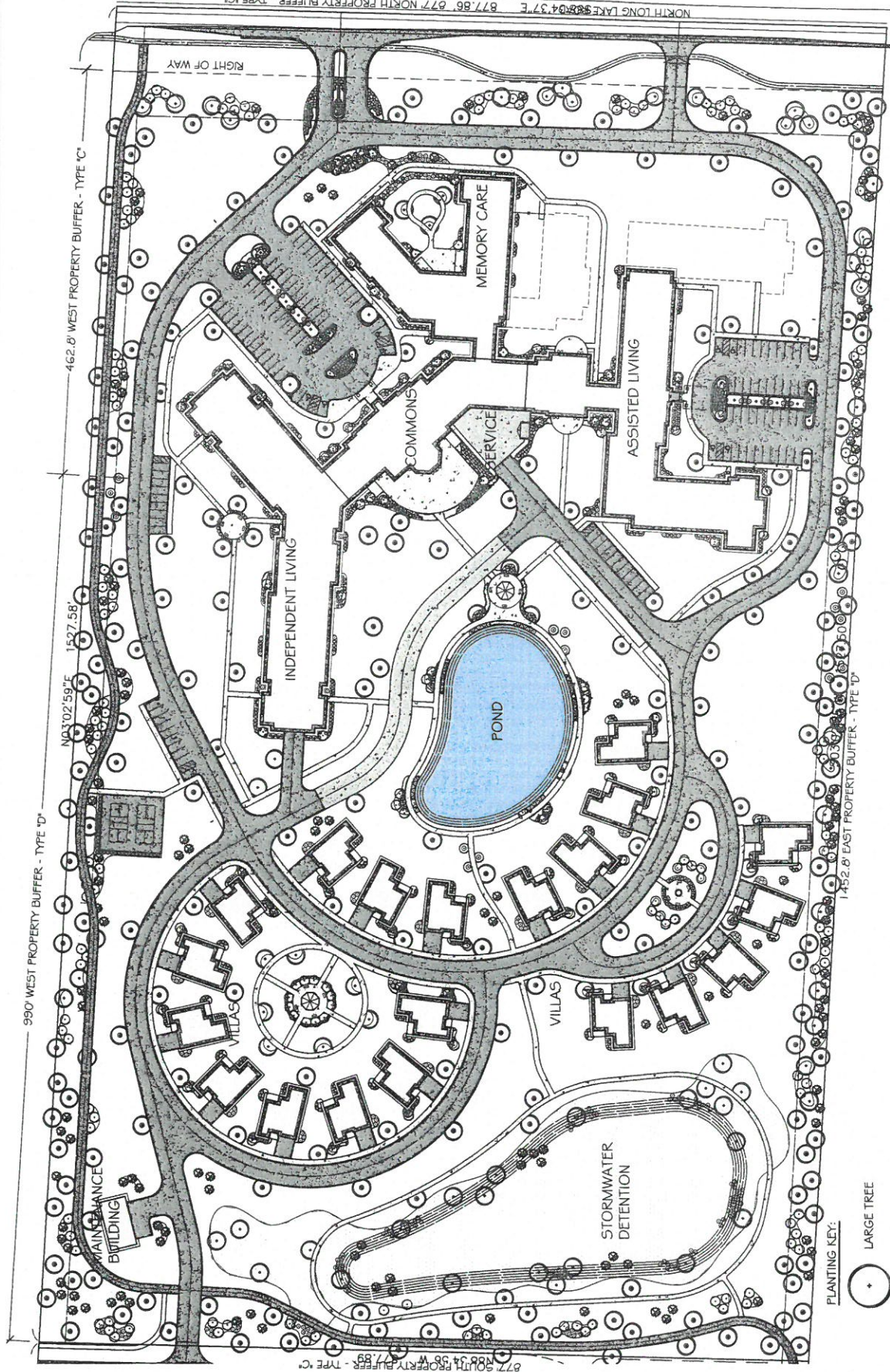
**PARKING SUMMARY**

**OPEN SPACE SUMMARY**

OPEN SPACE	AREA (AC)
A	0.257
B	0.376
C	0.214
D	3.166
E	1.146
F	2.028
G	0.829
H	3.271
I	1.504
<b>PROVIDED OPEN SPACE</b>	<b>12.629</b>



NOTE: PARKING FOR VILLAGES IN PHASE 1 AND SINGLE UNITS IN PHASE 2 ARE NOT INCLUDED IN PARKING CALCULATION. VILLAGES PHASE TWO (2) SPACES PER UNIT (GARAGE). SINGLE UNITS SHALL PROVIDE PARKING AS PROVIDED BY THE GARFIELD TOWNSHIP ZONING ORDINANCE.




SEE SHEET L-0.0 FOR LANDSCAPE BUFFER & PARKING LOT REQUIREMENTS

LANDSCAPE SITE PLAN

PLANTING KEY:

- LARGE TREE
- MEDIUM/SMALL TREE
- EVERGREEN TREE
- LARGE DECIDUOUS SHRUB
- EVERGREEN SHRUB
- SMALL DECIDUOUS SHRUB
- PERENNIALS & ORNAMENTAL GRASSES



 <b>Charter Township of Garfield</b> <b>Planning Department Report No. 2020-106</b>			
Prepared:	July 8, 2020	Pages:	2
Meeting:	July 14, 2020 Township Board	Attachments:	<input checked="" type="checkbox"/>
Subject:	Redevelopment Ready Communities – Resolution of Intent		

**OVERVIEW:**

In February 2019, the Township Board and the Planning Commission held a joint meeting and discussed several different topics. The Board and Planning Commission discussed the idea of doing a subplan as an amendment to the Master Plan to address planning issues in a subarea of the Township. This resulted in the Barlow Garfield Neighborhood Plan which was adopted by the Board on June 9, 2020.

The Township Board and Planning Commission also discussed the Redevelopment Ready Communities (RRC) program of the Michigan Economic Development Corporation (MEDC). The RRC program is a no-cost, technical assistance statewide certification program offered to communities across the state. It is designed to help communities in several ways including the following:

- Plan for new investment and talent, and retain existing investment and talent
- Identify community assets and opportunities
- Focus and efficiently use limited resources
- Streamline development review and approval processes

The RRC program is one tool that can help the Township implement the Barlow Garfield Neighborhood Plan and other Township policies, including the following:

- State financial assistance including capture of state tax revenue (e.g. Brownfield Redevelopment, Corridor Improvement Authority, or Community Development Block Grant)
- Expertise of the RRC Redevelopment Services Team
  - Marketing of Redevelopment Ready Sites
  - Additional technical assistance available
  - Fostering relationships and matchmaking with potential developers
- Leveraging of private investment through Opportunity Zone or other methods
- Tools to help implement the Master Plan, including the following goals and objectives
  - Continue to use the Township’s Zoning Ordinance to encourage a wide variety of housing types and densities, as well as the mixing of residential uses with commercial and light industrial uses where compatible
  - Continue to encourage and incentivize new and infill development close to the core area of the Township in close proximity to amenities in an effort to slow outward growth
  - Research the possible creation of specific redevelopment districts
  - Focusing on the major corridors identified in this Master Plan, create subarea plans to provide greater detail with regard to desired development in each subarea

**RRC PROCESS:**

The RRC program evaluates and certifies that communities have integrated transparency, predictability, and efficiency into their daily development practices with a set of best practices. While every community must meet all the best practices criteria to be certified, communities can meet these criteria in a variety of ways. The RRC process consists of three steps: Engagement, Evaluation, and Certification.

**Engagement.** Formal engagement consists of three steps:

1. **Learn – Attend Best Practices Trainings.** Communities must complete training on all six best practices. In-person, two-day trainings are offered across the state, and an online learning option is available. While working as a planning consultant, Steve completed the Best Practices training in September 2018, and MEDC has indicated that this will fulfill the attendance requirement for engagement in the RRC process. The six best practices of RRC include:
  - *Community Plans and Public Outreach*
  - *Zoning Regulations*
  - *Development Review Process*
  - *Recruitment and Education*
  - *Redevelopment Ready Sites*
  - *Community Prosperity*
2. **Assess – Complete Self-Evaluation.** Communities shall complete the self-evaluation form. This is a tool to assess the current policies, procedures, and strategies of the community and comparing these to the RRC Best Practices. Staff has completed the Self-Evaluation, attached to this report, and has reviewed it with the Planning Commission.
3. **Approve – Pass a Resolution of Intent.** The governing body shall pass a resolution of intent to demonstrate that the community sees value in engaging in the RRC process.

After formal engagement, the community will be placed in the RRC pipeline and will work with the RRC team. The formal evaluation process is conducted through stakeholder interviews, meeting observations and data analysis. To become certified, the community must demonstrate that all the RRC Best Practices criteria are being met.

**WORK PLAN:**

Planning Staff will be responsible for completion of RRC tasks with assistance from other Township Staff as needed. Planning Staff were already anticipating working on several tasks that will coincide with RRC including updating forms, reviewing processes, updating the Zoning Ordinance, and others. There will be no added costs to the Township to engage in the RRC program.

**NEXT STEPS:**

The last remaining step to engage in the RRC process is for the Township Board to pass a Resolution of Intent. If the Township Board wishes to engage in the RRC process, the ***attached*** resolution is offered for your consideration, along with the following motion:

MOTION TO ADOPT Resolution 2020-14-T indicating the Township’s intent to participate in the Redevelopment Ready Communities program of the Michigan Economic Development Corporation.

Any additional information that the Township Board deems necessary should be added to the motion.

**Attachments:**

1. Resolution #2020-14-T
2. Redevelopment Ready Communities Map dated May 2020 (2 pages)

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

**RESOLUTION # 2020-14-T**

**RESOLUTION OF INTENT TO PARTICIPATE IN THE  
REDEVELOPMENT READY COMMUNITIES PROGRAM**

**WHEREAS**, the Michigan Economic Development Corporation (MEDC) has established the statewide Redevelopment Ready Communities (RRC) program to empower communities to shape their future and maximize economic potential; and

**WHEREAS**, the RRC program provides technical assistance to and certifies Michigan communities who actively engage stakeholders and plan deliberate, fair, and consistent processes; and

**WHEREAS**, the Charter Township of Garfield recognizes the value of the RRC program and seeks to improve its redevelopment readiness via a detailed review of existing development processes; and

**WHEREAS**, engagement in RRC will include evaluating and strengthening the development-related partnerships between the Township Board of the Charter Township of Garfield and other area stakeholder organizations such as: the MEDC, Garfield Township Planning Commission (PC), businesses located in Garfield Township, Grand Traverse County, Traverse Connect, and others; and

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

**WHEREAS**, the Charter Township of Garfield plans to update its development review processes, the Zoning Ordinance, and other documents to include certain elements required to achieve RRC certification.

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

1. **THAT** the Township Board of the Charter Township of Garfield is willing to participate in the MEDC Redevelopment Ready Communities program, including increased interaction between the MEDC, PC, and other partners and stakeholders in the development review process.
2. **THAT** it is the intention of the Township Board of the Charter Township of Garfield to utilize the RRC Best Practices and evaluation process to improve our processes and communication with the Township's stakeholders.
3. **THAT** the Township Administration is hereby authorized to proceed toward implementation of the recommendations necessary to achieve RRC certification from the MEDC.

Moved:

Supported:

Ayes:

Nays:

Absent and Excused:

RESOLUTION DECLARED ADOPTED.

By:

\_\_\_\_\_  
Lanie McManus, Clerk  
Charter Township of Garfield

**CERTIFICATE**

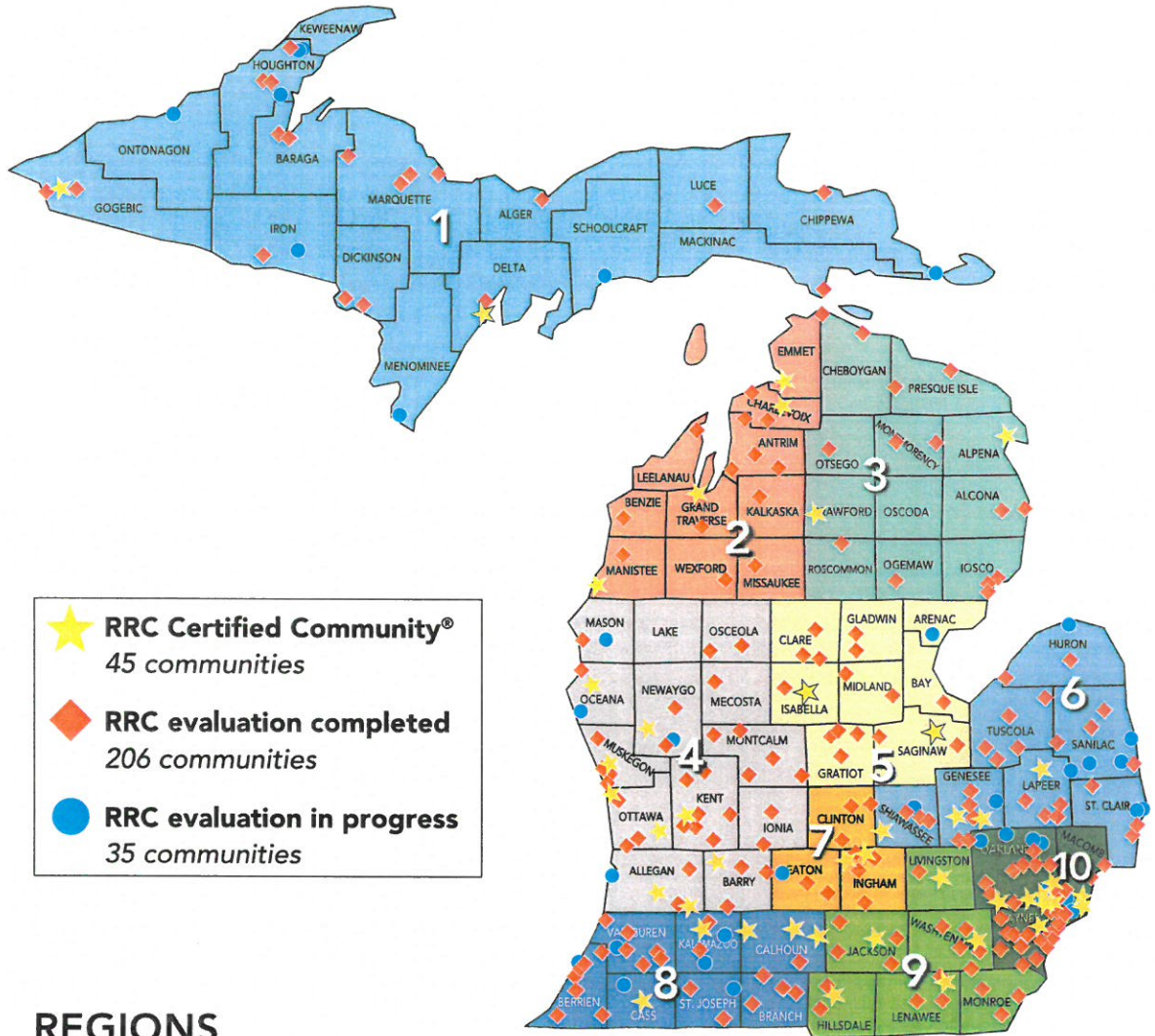
I, Lanie McManus, Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and correct copy of Resolution #2020-14-T which was adopted by the Township Board of the Charter Township of Garfield on the 14th day of July, 2020.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Lanie McManus, Clerk  
Charter Township of Garfield



# redevelopment ready communities®



- ★ **RRC Certified Community®**  
45 communities
- ◆ **RRC evaluation completed**  
206 communities
- **RRC evaluation in progress**  
35 communities

## REGIONS

- |  |  |
|--|--|
| <p><b>1 Upper Peninsula region</b><br/>Christopher Germain, AICP<br/>517.599.5450<br/>germainc2@michigan.org</p> <p><b>2 Northwest region</b><br/>Pablo Majano<br/>517.285.4165<br/>majanop@michigan.org</p> <p><b>3 Northeast region</b><br/>Pablo Majano<br/>517.285.4165<br/>majanop@michigan.org</p> <p><b>4 West Michigan region</b><br/>Pablo Majano<br/>517.285.4165<br/>majanop@michigan.org<br/>(Kent, Ottawa, Muskegon counties)</p> <p>Julia Turnbull<br/>517.599.1752<br/>turnbullj2@michigan.org<br/>(all others)</p> | <p><b>5 East Central Michigan region</b><br/>Brett Hanlon, AICP<br/>517.290.7089<br/>hanlonb@michigan.org</p> <p><b>6 East Michigan region</b><br/>Christopher Germain, AICP, EDFP<br/>517.599.5450<br/>germainc2@michigan.org</p> <p><b>7 South Central region</b><br/>Brett Hanlon, AICP<br/>517.290.7089<br/>hanlonb@michigan.org</p> <p><b>8 Southwest region</b><br/>Julia Turnbull<br/>517.599.1752<br/>turnbullj2@michigan.org</p> <p><b>9 Southeast Michigan region</b><br/>Brett Hanlon, AICP<br/>517.290.7089<br/>hanlonb@michigan.org</p> <p><b>10 Detroit Metro region</b><br/>Elizabeth King, EDFP<br/>517.249.0827<br/>kinge5@michigan.org</p> |
|--|--|

General inquiries: [RRC@michigan.org](mailto:RRC@michigan.org)



# redevelopment ready communities®

## Region 1: Upper Peninsula

- ◆ Baraga (Baraga County)
- ◆ Bessemer (Gogebic County)
- ◆ Calumet (Houghton County)
- Chassell Township (Houghton County)
- Crystal Falls (Iron County)
- DeTour (Chippewa County)
- ★ Escanaba (Delta County)
- ◆ Gladstone (Delta County)
- ◆ Hancock (Houghton County)
- ◆ Houghton (Houghton County)
- ◆ Iron Mountain (Dickinson County)
- ◆ Iron River (Iron County)
- ◆ Ironwood (Gogebic County)
- ◆ Ishpeming (Marquette County)
- Lake Linden (Houghton County)
- ◆ L'Anse (Baraga County)
- Laurium (Houghton County)
- ◆ Manistique (Schoolcraft County)
- ◆ Marquette (Marquette County)
- Menominee (Menominee County)
- ◆ Michigamme Township (Marquette County)
- ◆ Munising (Alger County)
- ◆ Negaunee (Marquette County)
- ◆ Newberry (Luce County)
- ◆ Norway (Dickinson County)
- Ontonagon (Ontonagon County)
- ◆ Sault Ste. Marie (Chippewa Cnty)
- ◆ St. Ignace (Mackinac County)
- ◆ Wakefield (Gogebic County)

## Region 2: Northwest

- ◆ Bear Lake (Manistee County)
- ◆ Bellaire (Antrim County)
- ◆ Benzonia (Benzie County)
- ★ Boyne City (Charlevoix County)
- ◆ Cadillac (Wexford County)
- ◆ Charlevoix (Charlevoix County)
- ◆ East Jordan (Charlevoix County)
- ◆ Elk Rapids (Antrim County)
- ◆ Ellsworth (Antrim County)
- ◆ Kalkaska (Kalkaska County)
- ◆ Kingsley (Grand Traverse County)
- ◆ Lake City (Missaukee County)
- ◆ Mancelona (Antrim County)
- ★ Manistee (Manistee County)
- ◆ Northport (Leelanau County)
- ★ Petoskey (Emmet County)
- ★ Traverse City (Grand Traverse Cnty)

## Region 3: Northeast

- ★ Alpena (Alpena County)
- ◆ Briley Township (Montmorency County)
- ◆ Cheboygan (Cheboygan County)
- ◆ East Tawas (Iosco County)
- ◆ Gaylord (Otsego County)
- ★ Grayling (Crawford County)
- ◆ Harrisville (Alcona County)
- ◆ Hillman (Montmorency County)
- ◆ Lincoln (Alcona County)
- ◆ Mackinaw City (Cheboygan County)
- ◆ Onaway (Presque Isle County)
- ◆ Oscoda Township (Iosco County)
- ◆ Rogers City (Presque Isle County)
- ◆ Roscommon (Roscommon County)
- ◆ Tawas (Iosco County)
- ◆ West Branch (Ogemaw County)

- ★ **RRC Certified Community®**  
45 communities
- ◆ **RRC evaluation completed**  
206 communities
- **RRC evaluation in progress**  
35 communities

## Region 4: West Michigan

- ★ Allegan (Allegan County)
- ◆ Barry Twp. (Barry County)
- ◆ Big Rapids (Mecosta County)
- ◆ Carson City (Montcalm County)
- ◆ Cascade Township (Kent County)
- ◆ Cedar Springs (Kent County)
- ◆ Douglas (Allegan County)
- ◆ East Grand Rapids (Kent County)
- ◆ Evert (Osceola County)
- ★ Fremont (Newaygo County)
- ★ Grand Haven (Ottawa County)
- ◆ Grand Rapids (Kent County)
- ◆ Grant (Newaygo County)
- ◆ Greenville (Montcalm County)
- ★ Hart (Oceana County)
- ◆ Hastings (Barry County)
- ◆ Holland (Ottawa County)
- ◆ Howard City (Montcalm County)
- ★ Hudsonville (Ottawa County)
- ◆ Ionia (Ionia County)
- ◆ Kentwood (Kent County)
- ◆ Lake Odessa (Ionia County)
- ◆ Lakeview (Montcalm County)
- ◆ Lowell (Kent County)
- ◆ Ludington (Mason County)
- ★ Middleville (Barry County)
- ★ Muskegon (Muskegon County)
- ◆ Muskegon Heights (Muskegon County)
- ◆ Nashville (Barry County)
- ◆ Newaygo (Newaygo County)
- ◆ Norton Shores (Muskegon County)
- ◆ Otsego (Allegan County)
- ◆ Pentwater (Oceana County)
- ★ Plainwell (Allegan County)
- ◆ Reed City (Osceola County)
- ◆ Roosevelt Park (Muskegon Cnty)
- ◆ Scottville (Mason County)
- Shelby (Oceana County)
- ◆ Sparta (Kent County)
- ◆ Spring Lake (Ottawa County)
- ◆ Spring Lake Township (Ottawa County)
- ◆ Stanton (Montcalm County)
- ◆ Wayland (Allegan County)
- ◆ White Cloud (Newaygo County)
- ◆ Whitehall (Muskegon County)
- ◆ Wyoming (Kent County)
- ◆ Zeeland (Ottawa County)

## Region 5: East Central

- ◆ Alma (Griatiot County)
- Auburn (Bay County)
- ◆ Bay City (Bay County)
- ◆ Beaverton (Gladwin County)
- ◆ Breckenridge (Griatiot County)
- ◆ Clare (Clare County)
- ◆ Coleman (Midland County)
- ◆ Farwell (Clare County)
- ◆ Frankenmuth (Saginaw County)
- ◆ Gladwin (Gladwin County)
- ◆ Harrison (Clare County)
- ◆ Ithaca (Griatiot County)
- ◆ Lake Isabella (Isabella County)
- ◆ Merrill (Saginaw County)
- ◆ Midland (Midland County)
- ★ Mt. Pleasant (Isabella County)
- ◆ Saginaw (Saginaw County)
- ◆ St. Louis (Griatiot County)
- Standish (Arenac County)

## Region 6: East Michigan

- ◆ Almont (Lapeer County)
- ◆ Bad Axe (Huron County)
- Brown City (Lapeer, Sanilac counties)
- ◆ Caro (Tuscola County)
- ◆ Cass City (Tuscola County)
- Corunna (Shiawassee County)
- Croswell (Sanilac County)
- Davison (Genesee County)
- ◆ Deckerville (Sanilac County)
- ◆ Dryden (Lapeer County)

## Region 6: East Michigan cont.

- ◆ Durand (Shiawassee County)
- ◆ Fenton (Genesee County)
- ◆ Flint (Genesee County)
- ◆ Flint Charter Twp. (Genesee Cty)
- Fort Gratiot (St. Clair County)
- ★ Grand Blanc (Genesee County)
- ◆ Imlay City (Lapeer County)
- ◆ Laingsburg (Shiawassee County)
- ◆ Lapeer (Lapeer County)
- ◆ Lexington (Sanilac County)
- ◆ Linden (Genesee County)
- ◆ Marine City (St. Clair County)
- ◆ Marlette (Sanilac County)
- ◆ Mayville (Tuscola County)
- ◆ Millington (Tuscola County)
- ◆ Mount Morris Twp. (Genesee Cty)
- ◆ North Branch (Lapeer County)
- ◆ Ososso (Shiawassee County)
- Peck (Sanilac County)
- Port Austin (Huron County)
- Port Huron (St. Clair County)
- Port Sanilac (Sanilac County)
- ◆ Sandusky (Sanilac County)
- ◆ Sebawaing (Huron County)
- ◆ St. Clair (St. Clair County)
- ★ Swartz Creek (Genesee County)
- ◆ Vassar (Tuscola County)
- ◆ Vernon (Shiawassee County)
- ◆ Yale (St. Clair County)

## Region 7: South Central

- ◆ Charlotte (Eaton County)
- ◆ DeWitt (Clinton County)
- ◆ East Lansing (Ingham County)
- ◆ Eaton Rapids (Eaton County)
- ★ Lansing (Ingham County)
- ◆ Leslie (Ingham County)
- ◆ Mason (Ingham County)
- ★ Meridian Twp. (Ingham County)
- ◆ Ovid (Clinton County)
- ◆ St. Johns (Clinton County)
- Vermontville (Eaton County)
- ◆ Williamston (Ingham County)

## Region 8: Southwest

- ★ Albion (Calhoun County)
- ◆ Bangor (Van Buren County)
- ◆ Baroda (Berrien County)
- ★ Battle Creek (Calhoun County)
- ◆ Benton Harbor (Berrien County)
- ◆ Bronson (Branch County)
- ★ Cassopolis (Cass County)
- ◆ Coldwater (Branch County)
- Colon (St. Joseph County)
- ◆ Comstock Township (Kalamazoo County)
- ◆ Decatur (Van Buren County)
- Dowagiac (Cass County)
- Galesburg (Kalamazoo County)
- ◆ Hartford (Van Buren County)
- ◆ Homer (Calhoun County)
- ★ Kalamazoo (Kalamazoo County)
- ◆ Lawrence (Van Buren County)
- ◆ Lawton (Van Buren County)
- ★ Marshall (Calhoun County)
- ◆ Niles (Berrien/Cass counties)
- ◆ Paw Paw (Van Buren County)
- ◆ Portage (Kalamazoo County)
- ◆ Quincy (Branch County)
- ◆ St. Joseph (Berrien County)
- St. Joseph Charter Township (Berrien County)
- ◆ South Haven (Van Buren County)
- ◆ Stevensville (Berrien County)
- ◆ Sturgis (St. Joseph County)
- ◆ Three Oaks (Berrien County)
- ◆ Three Rivers (St. Joseph County)
- ◆ Union City (Branch County)
- ◆ Vicksburg (Kalamazoo County)
- ◆ Watervliet (Berrien County)


## Region 9: Southeast

- ◆ Adrian (Lenawee County)
- ◆ Ann Arbor (Washtenaw County)
- ◆ Blissfield (Lenawee County)
- ◆ Brooklyn (Jackson County)
- ◆ Chelsea (Washtenaw County)
- ◆ Clinton (Lenawee County)
- ◆ Concord (Jackson County)
- ◆ Dexter (Washtenaw County)
- ◆ Dundee (Monroe County)
- ◆ Fowlerville (Livingston County)
- ◆ Grass Lake (Jackson County)
- ◆ Hillsdale (Hillsdale County)
- ★ Howell (Livingston County)
- ◆ Jackson (Jackson County)
- ◆ Jonesville (Hillsdale County)
- ◆ Luna Pier (Monroe County)
- ◆ Milan (Monroe, Washtenaw)
- ◆ Monroe (Monroe County)
- ★ Pinckney (Livingston County)
- ◆ Reading (Hillsdale County)
- ◆ Saline (Washtenaw County)
- ◆ Springport (Jackson County)
- ★ Tecumseh (Lenawee County)
- ★ Ypsilanti (Washtenaw County)

## Region 10: Detroit Metro

- ◆ Auburn Hills (Oakland County)
- ◆ Berkley (Oakland County)
- Center Line (Macomb County)
- ◆ Clawson (Oakland County)
- ★ Dearborn (Wayne County)
- Detroit (Wayne County)
- ★ Eastpointe (Macomb County)
- ◆ Ecorse (Wayne County)
- ◆ Farmington (Oakland County)
- ★ Ferndale (Oakland County)
- ◆ Flat Rock (Wayne County)
- Grosse Pointe (Wayne County)
- ◆ Hamtramck (Wayne County)
- ◆ Hazel Park (Oakland County)
- Harper Woods (Macomb County)
- ◆ Highland Park (Wayne County)
- Holly (Oakland County)
- ◆ Huntington Woods (Oakland County)
- ◆ Inkster (Wayne County)
- Lake Orion (Oakland County)
- ★ Lathrup Village (Oakland County)
- ◆ Lincoln Park (Wayne County)
- Madison Heights (Oakland County)
- ◆ Melvindale (Wayne County)
- ◆ Milford (Oakland County)
- ◆ Mt. Clemens (Macomb County)
- ◆ New Baltimore (Macomb County)
- ★ Novi (Oakland County)
- ★ Oak Park (Oakland County)
- ◆ Orion Township (Oakland County)
- Ortonville (Oakland County)
- Oxford (Oakland County)
- ◆ Plymouth (Wayne County)
- ◆ Pontiac (Oakland County)
- ◆ Richmond (Macomb County)
- ◆ River Rouge (Wayne County)
- ★ Rochester Hills (Oakland County)
- ◆ Romulus (Wayne County)
- ★ Roseville (Macomb County)
- ★ Southfield (Oakland County)
- ◆ Sterling Heights (Macomb County)
- ◆ Trenton (Wayne County)
- ◆ Troy (Oakland County)
- ◆ Van Buren Twp. (Wayne County)
- ◆ Warren (Macomb County)
- ◆ Waterford Twp. (Oakland County)
- ◆ Wayne (Wayne County)
- ◆ Westland (Wayne County)
- ◆ Wixom (Oakland County)
- ◆ Wyandotte (Wayne County)



		<b>Charter Township of Garfield</b>	
		<b>Planning Department Report No. 2020-109</b>	
Prepared:	July 7, 2020	Pages:	2
Meeting:	July 14, 2020	Attachments:	<input checked="" type="checkbox"/>
Subject:	Property Maintenance Ordinance Proposed Amendment		

**BACKGROUND:**

Planning Department and Zoning Department staff has reviewed Township Ordinance No. 55 – Property Maintenance Ordinance and recommends the following revisions to the Ordinance since its adoption in 2009. The revisions include updated reference to the International Property Maintenance Code, requirements for sidewalk maintenance, and an amendment that would allow the Township to accept inspection reports of multi-family housing units from other governmental agencies.

The full Property Maintenance Ordinance with proposed changes shown is included as an attachment to this report as highlighted with underlined and crossed-out text.

**PROPOSED REVISIONS:**

The proposed amendment to the Property Maintenance Ordinance includes the following revisions:

**Section 1. Adoption**

The International Property Maintenance Code (IPMC) is a model code that regulates the minimum maintenance requirements for existing buildings. The IPMC is a maintenance document intended to establish minimum maintenance standards for basic equipment, light, ventilation, heating, sanitation and fire safety. The Ordinance currently references the 2006 International Property Maintenance Code. The proposed amendment would reference the 2015 International Property Maintenance Code.

**Section 2. Amendments to the International Property Maintenance Code**

Section 2 of the Property Maintenance Code amends certain sections of the 2015 International Property Maintenance Code to address issues specific to Garfield Township. Revisions to Section 2 are as follows:

1. Subsection (i) would amend IMPC Section 302.3, entitled “Sidewalks and driveways” by adding maintenance standards for sidewalks used by the public that are located on or along public road rights-of-way. Section 302.3 currently applies general maintenance requirements for all sidewalks, driveways, parking spaces, and similar areas. The proposed amendment to this Section is intended to apply more specific standards for sidewalks and to place responsibility for maintenance on adjacent property owners.
2. Subsection (j) would amend IPMC Section 302.4, entitled “Weeds” by adding provisions allowing the Township to apply a tax assessment to a property if the Township enters a property in violation of Section 302.3 to cut or destroy weeds, as defined in Section 302.4. Further amendments would require mowing a 2-foot strip on either side of sidewalks on properties 2 acres or greater.

**Section 8. Inspections of All Rental Units**

Section 8 would be amended by adding Subsection (d), entitled “Inspections by Other Agencies”. This amendment is in response to passage of Michigan Public Act 14 of 2016, entitled the “Housing Law of Michigan.” In accordance with this act, the proposed amendment would allow the

Township to accept inspection reports of multi-family housing units from other governmental agencies such as the U.S. Department of Housing and Urban Development in lieu of Township inspections. Some state and federally subsidized multi-family developments in the Township are already inspected by other agencies and would qualify under this amendment.

**ACTION REQUESTED:**

The purpose of bringing this item before the Township Board is to discuss the proposed amendment. Following discussion, if the Township Board is comfortable with the proposed amendment, then the Township Board will have to schedule a public hearing. If this the case, then the following motion is suggested:

MOTION THAT the proposed amendment to Garfield Township Ordinance No. 55 as described in the Planning Department Report No. 2020-109 BE SCHEDULED for a public hearing at the July 28, 2020 Garfield Township Board Meeting.

Any additional information the Township Board deems necessary should be added to this motion.

**Attachments:**

1. Proposed amendments to Ordinance No. 55 – Property Maintenance Ordinance (with track changes)
2. Public Act 14 of 2016, entitled the “Housing Law of Michigan” (with relevant section highlighted)

**ORDINANCE FOR ADOPTION OF THE INTERNATIONAL  
PROPERTY MAINTENANCE CODE  
ORDINANCE NO. 55**

**THE CHARTER TOWNSHIP OF GARFIELD ORDAINS:**

**PART I**

**Adoption of International Property Maintenance  
Code by Reference with Amendments and General Definitions**

**Section 1. Adoption.**

A certain document, on file in the Building Department of the Charter Township of Garfield, being marked and designated as the International Property Maintenance Code, ~~2006-2015~~ Edition ("IPMC"), as published by the International Code Council, Inc., is hereby adopted as the Property Maintenance Code of the Charter Township of Garfield, in the State of Michigan by reference pursuant to MCL 42.23; for the control of buildings and structures as herein provided; and each and all of the regulations, provisions, penalties, conditions and terms of said Property Maintenance Code are hereby referred to, adopted, and made a part hereof by reference, as if fully set out in this ordinance, with the additions, insertions, deletions, amendments and augmentations prescribed in this ordinance.

**Section 2. Amendments to International Property Maintenance Code**

The IPMC is hereby amended as set forth in this Section 2:

- a. Throughout the IPMC, replace the terms International Zoning Code, International Building Code, International Plumbing Code, International Mechanical Code and ICC Electrical Code with Charter Township of Garfield Zoning Ordinance, Michigan Building Code, Michigan Residential Code, Michigan Rehabilitation Code for Existing Buildings, Michigan Plumbing Code, Michigan Electrical Code, and Michigan Mechanical Code.
- b. Insert within Section 101.1 Title the following: "Charter Township of Garfield."
- c. Section 101.2 is amended to read as follows:

**101.2 Scope.** The provisions of this code shall apply to all existing residential and nonresidential structures and all existing premises (except for state, federal, school, and other public structures, and other licensed structures such as nursing homes, hospitals, adult foster care facilities, which may be exempt from, or preempted from the application of this code) and constitute minimum requirements and standards for premises, structures, equipment and facilities for light, ventilation, space, heating, sanitation, protection from the elements, life safety, safety from fire and other hazards, and for safe and sanitary maintenance; the

responsibility of owners, operators and occupants; the occupancy of existing structures and premises, and for administration, enforcement and penalties.

d. Section 103.5 of the IPMC shall be amended to read as follows:

**103.5 Fees.** Any fees for services and activities associated with enforcement of this article shall be established by resolution of the Garfield Township Board.

e. Section 106.3 of the IPMC shall be amended to read as follows:

**106.3 Violation as a Municipal Civil Infraction.** Any person failing to comply with a notice of violation or order served in accordance with Section 107 of the IPMC shall be deemed to be responsible for a municipal civil infraction as defined by Michigan Statute which shall be punishable by a civil fine for each violation in accordance with the schedule set forth herein, along with costs which may include all expenses, direct and indirect, to which the Charter Township of Garfield has been put in connection with the municipal infraction. In no case, however, shall costs of less than Ten Dollars (\$10.00) or more than Five Hundred Dollars (\$500.00) be ordered. A violator of this code shall also be subject to such additional sanctions and judicial orders as are authorized under Michigan law. Each day that a violation continues to exist shall constitute a separate violation. The provision of this code may also be enforced by suit for injunctive relief.

#### Civil Fines for Municipal Infractions

Unless otherwise provided elsewhere within this Ordinance for specific violations, Civil Fines for municipal civil infractions shall be assessed in accordance with the following schedule.

	<u>Fine</u>
1 <sup>st</sup> violation within 3-year period*	\$ 50.00
2 <sup>nd</sup> violation within 3-year period*	\$ 125.00
3 <sup>rd</sup> violation within 3-year period*	\$ 250.00
4 <sup>th</sup> or subsequent violation within 3-year period*	\$ 400.00

\*determined on the basis of the date of violation(s)

f. Section 106.4 of the IPMC shall be deleted in its entirety.

g. Section 111 of the IPMC shall be deleted in its entirety

h. Section 302.2 of the IPMC shall be deleted in its entirety.

i. Section 302.3 of the IPMC shall be amended to read as follows:

302.3 Sidewalks and driveways. Sidewalks, walkways, stairs, driveways, parking spaces, and similar areas shall be kept in a proper state of repair and maintained free of hazardous conditions.

302.3.1 Responsibilities of Sidewalk Repair; Conditions Requiring Replacement.

- A. The owners of all lots and premises within the Township are required to maintain, repair, and keep safe sidewalks adjacent to or upon their lots and premises in or along the public street rights-of-way in the Township.
- B. It shall be the duty of all owners of premises within the limits of the Township to keep all cement, asphalt and concrete walks, and sidewalks that have been laid in front of, upon or adjacent to such premises in or along any of the street rights-of-way in good repair and free of dangerous ice, snow or other dangerous obstructions and/or conditions. Any owner of any such premises who shall allow any such sidewalk to remain in disrepair or in a dangerous condition shall be responsible and liable for injuries and damages arising out of the disrepair or unsafe condition of the sidewalk. Such owner shall further indemnify and reimburse the Township for all liability, costs, and expenses the Township might incur as a result of any such defective or dangerous sidewalk.
- C. The provisions of this section shall not apply to those walks, pathways or greenways designated by the Township as exempt from this section.

302.3.2 Owner Caused Sidewalk Defects. Where sidewalk defects creating pedestrian hazards are caused by conditions existing upon an abutting property, such as, but not limited to, trees or other growth, surface drainage, on-site construction or vehicular traffic, or other on-site activities, the abutting property owner shall be responsible for its repair, maintenance and/or safe condition, and liable for all consequential injuries, damages, expenses or costs resulting from the condition and lack of repair or maintenance and unsafe condition. Such liability shall include full indemnification of the Township for any damages, costs or expenses resulting from such owner defaults as well as liability to others. The foregoing liability and responsibility shall apply without notice or hearing.

302.3.3 Sidewalk Snow and Ice Removal.

- A. Within 24 hours after the end of each accumulation of snow greater than one inch, the owner or occupant of every property shall remove the accumulation from the adjacent public sidewalk and walks and ramps leading to a crosswalk. The accumulation may be from any source, including precipitation and drifting. Furthermore, the removal of snow and ice shall be further defined as being free of snow and ice for the entire constructed width and length of the sidewalk, including walks and ramps leading to a crosswalk.
- B. If the owner or occupant fails to remove snow or ice within 24 hours of a notice of violation having been served by attaching to the door, mailing by first class mail, or personal service, the Township may cause such snow or

ice to be removed at the expense of the property owner. The owner of record shall then be charged the actual cost of the sidewalk clearance (time and material). All charges which remain unpaid as of October 1 of the current year shall become a lien against the subject property and may be added to the tax rolls for the property. Liens shall be reported not later than November 1 to the Township Treasurer for inclusion on the December 1 property tax statements. One notice of violation per parcel per season shall be deemed adequate notice for the entire snow and ice removal season.

ii. Section 302.4 of the IPMC shall be amended to read as follows:

**302.4 Weeds.** All premises and exterior property, less than two (2) acres, shall be maintained free from weeds or plant growth ~~in excess of~~ more than 10 Inches. Weeds and plant growth shall be defined as all grasses, annual ~~plants~~ plants, and vegetation, other than trees, shrubs, cultivated flowers and gardens. For properties two (2) acres or greater, a strip of land two (2) feet wide on either side of any sidewalk subject to the provisions in Section 302.3.1 of this Ordinance must also be maintained free from weeds or plant growth more than 10 inches.

~~Upon failure of the owner or agent having charge of a property to cut and destroy weeds after service of a notice of violation, they shall be subject to prosecution in accordance with Section 106.3 and as prescribed by the authority having jurisdiction. Upon failure to comply with the notice of violation, a duly authorized employee of the jurisdiction or contractor hired by the jurisdiction shall be authorized to enter upon the property in violation and cut and destroy the weeds growing thereon, and the costs of such removal shall be paid by the owner or agent responsible for the property. If any property owner shall fail to comply with the provisions of this Ordinance within the time specified, the Township may, at its option, cause all violations to be cut or destroyed upon the parcel, and the cost thereof, including the cleanup of trash and/or debris necessary to prevent damage to lawn equipment, resulting damages to lawn equipment resulting in mowing debris that remains on the lot, and a \$50 administrative fee, shall be assessed against the property as a special assessment and shall be collected in the same manner as ad valorem property taxes. Liens shall be reported not later than November 1 to the Township Treasurer for inclusion on the December 1 property tax statements.~~

jk. Section 304.3 shall be amended to read as follows:

**304.3. Premises Identification.** Buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be



a minimum of 3 inches (102 mm) high with a minimum stroke width of 0.5 inch (12.7 mm).

kl. Section 304.14 shall be amended to read as follows:

**304.14. Screen.** Every door, window and other outside opening required for ventilation of habitable rooms, food preparation areas, food service areas or any areas where products to be included or utilized in food for human consumption are processed, manufactured, packaged or stored shall be supplied with approved tightly fitting screens of not less than 16 mesh per inch (16 mesh per 25 mm), and every screen door used for insect control shall have a self-closing device in good working condition.

**Exception:** Screens shall not be required where other approved means, such as air curtains or insect repellent fans, are employed.

jm. The first paragraph of Section 602.3 shall be amended to read as follows:

**602.3. Heat Supply.** Every owner and operator of any building who rents, leases or lets one or more dwelling units or sleeping units on terms, either expressed or implied, to furnish heat to the occupants thereof shall supply heat to maintain a temperature of not less than 60°F (20°C) in all habitable rooms, bathrooms, and toilet rooms.

The "Exceptions" paragraphs, 1 and 2, shall remain the same.

### Section 3. Definitions

For purposes of this ordinance, certain terms, phrases, words, and their derivatives shall be construed as specified in this section. If not specified in this section, or elsewhere in the Charter Township of Garfield Ordinances, the term shall have its ordinary accepted meaning within the context used.

- a. **Authorized Township Official or ("ATO"):** refers to the Charter Township of Garfield Building Official and Building Inspectors, Code Enforcement Officer, Zoning Administrator and Grand Traverse County Sheriff Deputies.
- b. **Code:** means any code or ordinance adopted by Garfield Charter Township.
- c. **Common Area:** is the area in a rental dwelling or rental complex not within a tenant's private rental unit. It may include, but is not limited to, hallways, basement areas, common exterior stairways, balconies, and spaces which contain mechanical, electrical, or plumbing equipment.
- d. **Multi-Family Rental Dwelling or ("MFD"):** is any building containing more than 4 (four) rental dwellings.

- e. **Owner**: means any individual holding legal or equitable title to a property or to real improvements upon a property solely, jointly, by the entireties, in common, or as a land contract vendee or title to a mobile home or house trailer. Owner shall also mean any individual, association of individuals, a public, private, or not for profit corporation, a firm or partnership. Owner shall not mean a tenant.
- f. **Owner Occupied Dwelling**: means a dwelling which a person both owns as an owner and lives in as his or her true, fixed and permanent home to which, whenever absent, the person intends to return.
- g. **Rental Complex**: is a group of rental dwellings.
- h. **Rental Dwelling**: is any dwelling containing a rental unit, a rooming unit, or hotel/motel unit, including single-family homes and mobile homes occupied by a tenant or tenants for residential living purposes.
- i. **Rental Property**: refers generally to all rental complexes, rental dwellings and rental units.
- j. **Rental Unit**: is a particular living quarters within a rental dwelling intended for occupancy by a tenant or person other than the owner and the family of the owner, including mobile homes, single-family homes, apartments, hotel/motel units, rooming units, and for which a remuneration or consideration of any kind is paid.
- k. **Tenant**: is a person residing in a rental property who is not an owner, as defined by this article, of the rental property, and who pays a remuneration or consideration of any kind for residing on the rental property.
- l. **Township**: Charter Township of Garfield.
- m. **Violation Notice**: is a written correspondence issued by an authorized Township official advising an owner, or his agent, of a violation of this article or a code. Violation notices shall list all infractions and corrective measures necessary to comply with this article or a code and a time period within which such corrections must be completed.

## **PART II**

### **Registration and Inspection of Multi-Family Dwellings in Township, Inspection of Rental Properties in the Township**

#### **Section 4. Purpose.**

The Charter Township of Garfield finds that the act of renting or leasing dwelling units is a

business activity. The Township also finds that dwellings or dwelling units which are leased or rented to the public, when improperly maintained, by reason of their structures, equipment, sanitation, use or occupancy, may adversely affect public health, safety and general welfare as well as the aesthetic value of surrounding property and community. To correct unsuitable conditions which exist within rental properties and to establish mechanisms for the continued maintenance of a sound rental housing stock within Garfield Charter Township, and to promote the public health, safety and general welfare of its citizens, the Township establishes these regulations which shall require the registration of rental multi-family dwelling units and provide for the enforcement of minimum rental housing standards.

The following sections augment the IPMC in protecting and promoting the health, safety and welfare of the citizens of Garfield Charter Township by requiring the registration of all multi-family rental dwelling units in the Township. This registration, combined with regular systematic inspections, will help prevent overcrowding, the incidence of communicable diseases, and will aid in the enforcement of the IPMC, which sets minimum allowable standards for adequate maintenance of habitable dwellings. These sections are not intended, nor shall be used for the purpose of including the Township in civil disputes between rental owners and tenants involving, but not limited to, non-payment of rent, evictions and/or personal disputes.

**Section 5. Registration of Multi-Family Dwelling Rental Properties**

**(a) Registration Required Before Rental.**

An owner of any multi-family rental dwelling ("MFD") located within the Township shall not rent any rental unit unless such rental unit is registered pursuant to this ordinance and is in compliance with all applicable federal, state, and local laws, rules, and ordinances and regulations.

**(b) Initial Registration.**

- (1) Within 90 days following the effective date of this ordinance, all owners of multi-family dwelling ("MFD") rental properties shall register with the Township building department each MFD within the boundaries of the Township.
- (2) Newly constructed MFD rental properties will be registered by the Township at the time a certificate of occupancy is issued, and then must be subsequently re-registered and inspected as required by Section 8.

**(c) Registration Requirements.**

The registration of any MFD rental property shall require at least the following information on forms provided by the Township:

- (1) The address of the rental property with each rental unit contained therein enumerated. If the rental units are within a rental complex, the property manager's

address shall also be included.

- (2) If applicable, the number of buildings, including rental dwellings, in the rental complex.
- (3) The number of rental units per rental dwelling.
- (4) The name, address and telephone number of the registered agent or other responsible person designated by the owner, to receive official notices, legal processes, tenant concerns and correspondence from the Township.
- (5) The applicant shall sign the registration attesting to the truth and accuracy of its contents.
- (6) Payment of all applicable fees as established by resolution of the Township Board.
- (7) Changes in registration information. The owner or his/her agent shall provide written notification to the Township building department of any change in the above information.
- (8) Agreement to permit inspections. Included with the registration application shall be an agreement, signed by the owner, permitting inspections of his/her rental properties by officials or agents of the Township and affirming that all tenants of the subject properties have been informed of the regulations contained in this ordinance and of inspections of the rental properties, including common areas, by authorized Township officials. Owners shall provide, or cause to be provided, a copy of the agreement to all existing tenants, as well as tenants who enter into leases or come to reside on a rental property after the agreement takes effect. All leases executed after the effective date of this article shall contain a provision requiring the tenant(s) to consent to such inspection upon notice as provided in Section 8.
- (9) Additional requirements. An authorized Township official may, with written notice, require additional information of any or all registrants in order to reasonably further the purposes of this ordinance.

**Section 6. Registration, Expiration, and Re-registration.**

All MFD rental properties within Garfield Charter Township shall be registered with the building department within 90 days from the adoption of this ordinance. Thereafter, all MFD rental properties shall be registered once every two years, or with change in ownership, at least 30 days before the expiration date assigned by the Township, following the same requirements set forth in Section 5.

**Section 7. Transfer of MFD Rental Property Registration and Change of Status.**

- (a) **Registration Transfers and Fees** A purchaser of an MFD rental property shall cause a registration to be transferred upon the sale of a MFD rental property. The new owner shall sign all appropriate agreements and affidavits for registration and shall complete a new registration application. All the above shall be provided to the Township by the new owner or the real estate closing institution within 30 days of closing the sale. There is no fee for transferring registration.
- (b) **Change of Status** If a structure previously used as an MFD rental property is no longer to be used as an MFD rental property, a statement and affidavit to this effect must be provided to the Township building department. No inspections or transfer fees shall be required.
- (c) **Existing Violations** It shall be unlawful to sell an MFD rental property having outstanding violations unless the "transfer of ownership" stipulations of the IPMC, as amended, have been satisfied.

**Section 8. Inspections of All Rental Units.**

- (a) **MFD Periodic Inspections** It is the intention of the Township to inspect MFD rental properties, including common areas, every two years. However, this section shall not be construed as creating a responsibility for the Township to inspect such properties.
- (b) **MFD Periodic Inspection Scheduling** The owner shall be notified of the date and time of a periodic inspection via first class mail at least 30 days prior to the inspection date. Owners shall be required to provide all notices of inspection to the tenant(s) as required by law. A list of inspection guidelines, prepared by the Township building department, shall be given to all owners at the time of rental property registration. Periodic inspections shall be conducted between the hours of 8:00 a.m. to 5:00 p.m., Monday-Friday.
- (c) **Other Rental Property Inspections.** Any rental property, including a MFD, even though not scheduled for a periodic inspection, may be inspected by an Authorized Township Official without prior notice, where there is an imminent threat to persons or property, to the owner and/or tenant. Other inspections by an ATO may occur on reasonable notice based upon the following:
  - (1) A written complaint basis from the tenant.
  - (2) A recurrent violations basis where any rental property which is found to have a high incidence of recurrent or uncorrected violations.
  - (3) A follow-up inspection, so that a previous violation is inspected for correction and compliance.

(d) **Inspections by Other Agencies.** Multiple-family buildings that are inspected by the U.S. Department of Housing and Urban Development under the real estate assessment center inspection process, or by other government agencies, shall be exempted from inspections required by this Section, upon a copy of the written inspection report being filed with the Building Department and determination by an Authorized Township Official that the filed report confirms compliance with the inspection guidelines under this article

### **PART III**

#### **General Provisions**

##### **Section 9. Notice of Violations.**

###### **Violations.**

Upon inspection by an Authorized Township Official of any structure in the Township, rental or non-rental, if a violation of the IPMC code is discovered, the ATO shall provide notice of a violation in conformance with Section 107 of the IPMC. The owner shall be advised of the time period to correct the violation.

##### **Section 10. Re-inspection**

Re-inspections shall occur on the date specified on the violation notice, or sooner if requested by the owner and Township scheduling permits such inspection. It shall be the owner's responsibility to coordinate the access to all areas of their rental properties.

##### **Section 11. Correction Schedules**

Time schedules for the correction of violations shall be reasonable as determined by the Authorized Township Official. Correction periods exceeding 60 days require an application for extension be filed by the owner or his/her designee and approved by the authorized Township official.

##### **Section 12. Warrants for Inspection**

If access to any structure, premises or area for the purpose of inspection authorized by this section is refused, an Authorized Township Official may petition and obtain such appropriate warrant or order from a court which has jurisdiction.

##### **Section 13. Violations that Threaten Life, Limb or Property**

If upon inspection of a rental property the Authorized Township Official determines that a violation is of such serious nature so as to immediately threaten the health, safety or welfare of the public or the occupants thereof, the official shall demand that the violation(s) be corrected immediately and/or the rental property be vacated immediately in accordance with applicable IPMC provisions.

##### **Section 14. Other Permits**

Owners shall procure the appropriate building, mechanical, plumbing, and/or electrical permits from the respective departments for all corrections requiring such permits.

##### **Section 15. Fees**

- (a) Owners shall be required to pay a fee for registration and for any inspections, including re-inspections prior to the inspection or re-inspection taking place. If an owner and/or his agent fail to coordinate access to a rental property for any reason for inspection or re-inspection, the owner may be subject to no show/re-inspection fees. The Township Board shall establish by resolution an appropriate fee schedule.
- (b) All fees required must be paid at the Township office. The Authorized Township Official may not accept payment while conducting an inspection under this ordinance.
- (c) A failure to pay any fee required by this article shall constitute a violation of this ordinance.
- (d) Any unpaid fee and/or cost under this article may be collected by the Township as allowed by law.

**Section 16. Appeals and Variances.**

An owner may appeal an application of the IPMC to property, or request a variance, to the Township Construction Board of Appeals as provided for under Township Ordinance No. 36, as amended. Such a request for an appeal or variance must be filed within 21 days of the date a notice of violation is provided to an owner under this ordinance.

**Section 17. Enforcement**

This ordinance shall be enforced by the Township Building Official, Building Inspectors, Code Enforcement Officer, Zoning Administrator and Grand Traverse County Sheriff Deputies.

**Section 18. Violation as a Municipal Civil Infraction**

Any person failing to comply with a notice of violation or order served in accordance with Section 107 of the IPMC shall be deemed to be responsible for a municipal civil infraction as defined by Michigan Statute or otherwise in violation of any section of this ordinance which shall be punishable by a civil fine for each violation in accordance with the schedule set forth herein, along with costs which may include all expenses, direct and indirect, to which the Charter Township of Garfield has been put in connection with the municipal infraction. In no case, however, shall costs of less than Ten Dollars (\$10.00) or more than Five Hundred Dollars (\$500.00) be ordered. A violator of this code shall also be subject to such additional sanctions and judicial orders as are authorized under Michigan law. Each day that a violation continues to exist shall constitute a separate violation. The provision of this code may also be enforced by suit for injunctive relief.

**Civil Fines for Municipal Infractions**

Unless otherwise provided elsewhere within this Ordinance for specific violations, Civil Fines for municipal civil infractions shall be assessed in accordance with the following schedule.



	<u>Fine</u>
1 <sup>st</sup> violation within 3-year period*	\$ 50.00
2 <sup>nd</sup> violation within 3-year period*	\$ 125.00
3 <sup>rd</sup> violation within 3-year period*	\$ 250.00
4 <sup>th</sup> or subsequent violation within 3-year period*	\$ 400.00

\*determined on the basis of the date of violation(s)

**Section 19. Persons Authorized to Serve Citations and Notices**

The following persons are authorized to issue notices of violation, and to issue municipal civil infraction citations pursuant to Public Act 12 of 1994 (MCL 600.8701, *et seq.*, as amended):

- (a) Grand Traverse County Sheriff Deputies.
- (b) Township Code Enforcement Officer.
- (c) Township Zoning Administrator.
- (d) Township Building Official.
- (e) Township Building Inspectors.

**Section 20. Conflicting Ordinances.**

Any other ordinances or parts of ordinances in conflict herewith are repealed.

**Section 21. Severability.**

If any section, subsection, sentence, clause or phrase of this ordinance is, for any reason, declared invalid, such decision shall not affect the validity of the remaining portions of this ordinance. The Garfield Township Board hereby declares that it would have passed this ordinance, and each section, subsection, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared invalid.

**Section 22. Suits or Proceedings.**

Nothing in this ordinance or in the Property Maintenance Code hereby adopted shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any causes of action acquired or existing, under any act or ordinance hereby repealed as cited in section 14 of this ordinance; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this ordinance.

**Section 23. Effective Date.**

This ordinance and the rules, regulations, provisions, requirements, orders and matters established and adopted hereby shall take effect and be in full force and effect 90 days after the date of publication.

Upon roll call vote, the following voted:

**YEAS:** ~~Jeane Blood, Molly Agostinelli, Kay Schumacher, Kit Wilson, Chuck Korn, Bob Featherstone, Denise Schmuckal~~

**NAYS:** None

**ABSTAIN:** None

**ABSENT:** None

A copy of this Ordinance may be inspected at the office of the Charter Township of Garfield located at 3848 Veterans Drive, Traverse City, Michigan, between the hours of ~~8:00~~7:30 a.m. and ~~4~~6:00 p.m., Monday through ~~Friday~~Thursday.

**CHUCK KORN**, Supervisor

\_\_\_\_\_  
\_\_\_\_\_  
~~SCHUMACHER, Clerk~~  
~~LANIE MCMANUS, Clerk~~

\_\_\_\_\_  
\_\_\_\_\_  
Garfield Township  
Board

\_\_\_\_\_  
\_\_\_\_\_  
Introduced on: April 23, 2009

\_\_\_\_\_  
\_\_\_\_\_  
Passed  
on: May 14, 2009

\_\_\_\_\_  
\_\_\_\_\_  
Prepared in the law offices of:

\_\_\_\_\_  
\_\_\_\_\_  
Running, Wise & Ford, P.L.C.

\_\_\_\_\_  
\_\_\_\_\_  
By:  
Thomas A. Grier,

\_\_\_\_\_  
\_\_\_\_\_  
Township Attorneys

\_\_\_\_\_  
\_\_\_\_\_  
Business Address:

\_\_\_\_\_  
\_\_\_\_\_  
326 E.  
State Street, P.O. Box 686

\_\_\_\_\_  
\_\_\_\_\_  
Traverse City, MI 49685-0686

2020 Amendments prepared by Township staff

\*

\*

\*

TO THE RECORD EAGLE:

Please publish on: May 19, 2009

| Please send affidavit to:

~~Thomas A. Grier and~~  
The Charter Township of Garfield

Please send bill to:

The Charter Township of Garfield

\*

\*

\*

Received via e-mail \_\_\_\_\_

Act No. 14  
Public Acts of 2016  
Approved by the Governor  
February 16, 2016  
Filed with the Secretary of State  
February 16, 2016  
EFFECTIVE DATE: May 16, 2016

**STATE OF MICHIGAN  
98TH LEGISLATURE  
REGULAR SESSION OF 2016**

Introduced by Senator Robertson

# **ENROLLED SENATE BILL No. 394**

AN ACT to amend 1917 PA 167, entitled "An act to promote the health, safety and welfare of the people by regulating the maintenance, alteration, health, safety, and improvement of dwellings; to define the classes of dwellings affected by the act, and to establish administrative requirements; to prescribe procedures for the maintenance, improvement, or demolition of certain commercial buildings; to establish remedies; to provide for enforcement; to provide for the demolition of certain dwellings; and to fix penalties for the violation of this act," by amending sections 1, 125, and 126 (MCL 125.401, 125.525, and 125.526), sections 1 and 126 as amended by 2008 PA 408.

*The People of the State of Michigan enact:*

Sec. 1. (1) This act shall be known and may be cited as the "housing law of Michigan".

(2) This act applies to each city, village, and township that, according to the last regular or special federal census, has a population of 10,000 or more. However, this act does not apply to private dwellings and 2-family dwellings in any city, village, or township having a population of less than 100,000 unless the legislative body of the local governmental unit adopts the provisions by resolution passed by a majority vote of its members.

(3) This act applies to all dwellings within the classes defined in section 2, except that a reference to 1 or more specific classes of dwellings applies only to those classes to which specific reference is made.

Sec. 125. (1) The enforcing agency may maintain a registry of owners and premises regulated by this act.

(2) If the enforcing agency maintains a registry of owners and premises, the owner of a multiple dwelling or rooming house containing units which will be offered to let, or to hire, for more than 6 months of a calendar year shall register with the enforcing agency the owner's name, the address of the owner's residence or usual place of business, and the location of the multiple dwelling or rooming house. The owner shall register within 60 days following the day on which any part of the premises is offered for occupancy.

(3) If the premises are managed or operated by an agent, the agent's name and place of business shall be entered with the name of the owner in the registry under subsection (2).

Sec. 126. (1) A local governmental unit is not required to inspect a multiple dwelling or rooming house unless the local governmental unit receives a complaint from a lessee of a violation of this act.

(2) Subject to subsection (1), the enforcing agency shall inspect multiple dwellings and rooming houses regulated by this act in accordance with this act.

(3) Subject to subsection (1) and except as provided in subsection (4), the period between inspections of a multiple dwelling or rooming house shall not be longer than 4 years. All other dwellings regulated by this act may be inspected at reasonable intervals. Inspections of multiple dwellings or rooming houses conducted by the United States Department of Housing and Urban Development under the real estate assessment center inspection process or by other government

agencies may be accepted by a local governmental unit and an enforcing agency as a substitute for inspections required by a local enforcing agency. To the extent permitted under applicable law, a local enforcing agency or its designee may exercise inspection authority delegated by law or agreement from other agencies or authorities that perform inspections required under other state law or federal law.

(4) Subject to subsection (1), a local governmental unit may provide by ordinance for a maximum period between inspections of a multiple dwelling or rooming house that is not longer than 6 years if the most recent inspection of the premises found no violations of this act and the multiple dwelling or rooming house has not changed ownership during the 6-year period.

(5) An inspection shall be conducted in the manner best calculated to secure compliance with this act and appropriate to the needs of the community, including, but not limited to, on 1 or more of the following bases:

(a) An area basis, under which all the regulated premises in a predetermined geographical area are inspected simultaneously, or within a short period of time.

(b) A complaint basis, under which premises that are the subject of complaints of violations are inspected within a reasonable time.

(c) A recurrent violation basis, under which premises that have a high incidence of recurrent or uncorrected violations are inspected more frequently.

(d) A compliance basis, under which a premises brought into compliance before the expiration of a certificate of compliance or any requested repair order may be issued a certificate of compliance for the maximum renewal certification period authorized by the local governmental unit.

(e) A percentage basis, under which a local governmental unit establishes a percentage of units in a multiple dwelling to be inspected in order to issue a certificate of compliance for the multiple dwelling.

(6) An inspection shall be carried out by the enforcing agency, or by the enforcing agency and representatives of other agencies that form a team to undertake an inspection under this and other applicable acts.

(7) Except as provided in subsection (9) and this subsection, an inspector, or team of inspectors, shall request and receive permission to enter before entering a leasehold regulated by this act to undertake an inspection and shall enter at a reasonable hour. In the case of an emergency, including, but not limited to, fire, flood, or other threat of serious injury or death, or upon presentment of a warrant, the inspector or team of inspectors may enter at any time.

(8) Before entering a leasehold regulated by this act, the owner of the leasehold shall request and obtain permission to enter the leasehold. However, in an emergency, including, but not limited to, fire, flood, or other threat of serious injury or death, the owner may enter at any time.

(9) The enforcing agency may require the owner of a leasehold to do 1 or more of the following:

(a) Provide the enforcing agency access to the leasehold if the lease provides the owner a right of entry.

(b) Provide access to areas other than a leasehold or areas open to public view, or both.

(c) Notify the lessee of the enforcing agency's request to inspect a leasehold, make a good-faith effort to obtain permission for an inspection, and arrange for the inspection. If a lessee vacates a leasehold after the enforcing agency has requested to inspect that leasehold, the owner of the leasehold shall notify the enforcing agency of that fact within 10 days after the leasehold is vacated.

(d) Provide access to the leasehold if a lessee of that leasehold has made a complaint to the enforcing agency.

(10) A local governmental unit may adopt an ordinance to implement subsection (9).

(11) For multiple lessees in a leasehold, notifying at least 1 lessee and requesting and obtaining the permission of at least 1 lessee satisfies the notice and permission requirements of subsections (7) to (9).

(12) The enforcing agency or the owner shall not discriminate against an occupant on the basis of whether the occupant requests, permits, or refuses entry to the leasehold.

(13) The enforcing agency shall not discriminate against an owner who has met the requirements of subsection (9) but has been unable to obtain the permission of the occupant, based on the owner's inability to obtain that permission.

(14) The enforcing agency may establish and charge a reasonable fee for inspections conducted under this act. The fee shall not exceed the actual, reasonable cost of providing the inspection for which the fee is charged. An inspection fee is not required to be paid more than 6 months before the inspection is to take place. An owner or property manager is not liable for an inspection fee if the inspection is not performed and the enforcing agency is the direct cause of the failure to perform the inspection.

(15) If requested, an enforcing agency or a local governmental unit shall produce a report on the income and expenses of the inspection program for the preceding fiscal year. The report shall state the amount of the fees assessed by the enforcing agency, the costs incurred in performing inspections, and the number of units inspected. The report shall be provided to the requesting party within 90 days after the request is made. The enforcing agency or local governmental unit may produce the report electronically. If the enforcing agency does not have readily available access to the information required for the report, the enforcing agency may charge the requesting party a fee not greater than

the actual reasonable cost of providing the information. If an enforcing agency charges a fee under this subsection, the enforcing agency shall include in the report the costs of providing and compiling the information.

(16) If a complaint identifies a dwelling or rooming house regulated under this act in which a child is residing, the dwelling or rooming house shall be inspected prior to inspection of any nonemergency complaint.

(17) As used in this section:

(a) "Child" means an individual under 18 years of age.

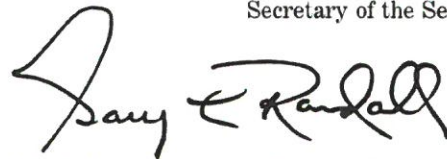
(b) "Leasehold" means a private dwelling or separately occupied apartment, suite, or group of rooms in a 2-family dwelling or in a multiple dwelling if the private dwelling or separately occupied apartment, suite, or group of rooms is leased to the occupant under an oral or written lease.

Enacting section 1. This amendatory act takes effect 90 days after the date it is enacted into law.

This act is ordered to take immediate effect.



Secretary of the Senate



Clerk of the House of Representatives

Approved .....

.....  
Governor



Engineering  
Surveying  
Testing &  
Operations

**8. f.**

123 West Front Street  
Traverse City, Michigan 49684  
231 946 5874   
231 946 3703 

July 8, 2020

Garfield Township Board of Trustees  
Charter Township of Garfield  
3848 Veterans Drive  
Traverse City, MI 49686

Re: Randolph Street Sewer Extension Consideration  
GFA Proposal #: 20-322

Dear Township Board:

The property owner of 1420 Randolph Street recently contacted me to inquire on costs and ability to extend the existing sanitary sewer on Randolph Street to his property he recently purchased (1420 Randolph Street). Garfield Township installed the sanitary sewer along Randolph Street in 1978 with cooperation with the City of Traverse City. Randolph Street falls within two (2) jurisdictions: North Side – City Limits and South Side – Garfield Township. The sanitary sewer that was installed is owned and operated by Garfield Township providing service to both City and Township residents through a joint agreement that was accepted by both municipalities.

The 1420 parcel is proposing to connect to utilities that are most accessible, which would be City Water and Township Sewer, as private well and drainfield applications would not be approved by the Health Department. The extension would include approximately 400 feet of 8" gravity sewer to be extended to the west limits of the parcel. All associated engineering fees and construction costs would be the responsibility of the property owner. The engineering fees would include design, permitting, bidding, construction observation and closeout compensated through the conventional escrow policy; whereas construction costs would be paid by the Owner outright or through financing options offered by the Township.

The property owner, Keef Morgan understands and accepts the above information and costs and has requested that I submit this formal request to the Township Board for their consideration and approval to move forward with the project. This project supports the Township's goals and objectives to provide municipal infrastructure, hence preserving the health and safety of the public and environment.





Below is a Google image depicting the area with red indicating the limits of the proposed 8" sewer extension and green illustrating the limits of the existing 8" sewer that was installed in 1978.



Please contact me if you have any questions.

Very truly yours,  
Gourdie-Fraser, Inc.



JENNIFER HODGES, P.E.  
Project Manager