

# CHARTER TOWNSHIP OF GARFIELD PLANNING COMMISSION MEETING

Wednesday, July 28, 2021 at 7:00 pm  
Garfield Township Hall  
3848 Veterans Drive  
Traverse City, MI 49684  
Ph: (231) 941-1620

## A G E N D A

### **ORDER OF BUSINESS**

**Call meeting to order**

**Pledge of Allegiance**

**Roll call of Board Members**

#### **1. Public Comment**

##### **Public Comment Guidelines:**

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

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

#### **3. Minutes – July 14, 2021**

#### **4. Correspondence**

#### **5. Reports**

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

#### **6. Unfinished Business**

#### **7. New Business**

- a. Zoning Administrator – Update
- b. PD 2021-98 – Zoning Considerations for Marijuana Compliance Facilities
- c. PD 2021-97 – Housing Discussion – Introduction

**8. Public Comment**

**9. Other Business**

**10. Items for Next Agenda – August 11, 2021**

- a. Articles 2, 3, and 7 – Zoning Ordinance Text Amendment – Public Hearing
- b. Serra Automotive – Zoning Ordinance Text Amendment – Introduction
- c. South 22 – Special Use Permit – Introduction
- d. Kensington Park PURD Minor Amendment

**11. Adjournment**

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

The Garfield Township Board will provide necessary reasonable auxiliary aids and services, such as signers for hearing impaired and audio tapes of printed materials being considered at the meeting to individuals with disabilities upon the provision of reasonable advance notice to the Garfield Township Board. Individuals with disabilities requiring auxiliary aids or services should contact the Garfield Township Board by writing or calling Lanie McManus, Clerk, Ph: (231) 941-1620.

**CHARTER TOWNSHIP OF GARFIELD  
PLANNING COMMISSION MEETING  
July 14, 2021**

**Call Meeting to Order:** Chair Racine called the July 14, 2021 Planning Commission meeting to order at 7:00pm at the Garfield Township Hall.

**Pledge of Allegiance**

The Pledge of Allegiance was recited by all in attendance.

**Roll Call of Commission Members:**

Present: Joe McManus, Molly Agostinelli, Joe Robertson, Chris DeGood, Robert Fudge, and John Racine

Absent and Excused: Pat Cline

Staff Present: Planner John Sych and Deputy Planner Steve Hannon

**1. Public Comment (7:01)**

None

**2. Review and Approval of the Agenda – Conflict of Interest (7:01)**

*DeGood moved and Agostinelli and seconded to approve the agenda as presented.*

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

*Nays: None*

**3. Minutes (7:03)**

**a. June 23, 2021 Regular Meeting**

*Fudge moved and Robertson seconded to approve the June 23, 2021 Regular Meeting minutes as presented.*

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

*Nays: None*

**4. Correspondence (7:03)**

None

**5. Reports (7:03)**

**Township Board Report**

Agostinelli said the ribbon cutting for the Boardman Lake Trail will be on July 22<sup>nd</sup>.

**Planning Commissioners**

None

**Staff Report**

Sych said that Township Assessor Amy DeHaan was appointed to the Joint Planning Commission. Plans for the South 22 development have changed and may come before commissioners next month. The BATA/ TCHC project is working to secure funding for its residential component and the Harris Hills development may be a simple land division.

Hannon said that many entities got together to discuss a thoroughfare near Lowes, Grand Traverse Mall and the site of the new Chick-fil-A. The MSU Federal Credit Union is now open as is the Wendy's on Garfield. The old Burger King at Garfield and South Airport has been demolished to make way for the new building.

**6. Unfinished Business****a. PD 2021-92 – Chelsea Park PUD Minor Amendment – Public Hearing (7:14)**

The original Chelsea Park PUD approved in 2000, is located north off of Hartman road with a total of 326 residential units. The subject area was originally approved for four 12-unit residential buildings with attached garages. The request is to replace the approved four (4) 12-unit residential buildings and attached garages with two 24 unit apartment buildings and no carports. The boundaries of the parent parcel would be adjusted by reducing to 2.32 acres and creating a remainder parcel of 5.03 acres and a reduction would occur in buildings, parking and overall impervious areas. A split of the parent parcel is proposed to adjust the boundaries and create a dedicated open space with the remaining 5.03 acres which will be deeded to Chelsea Park II.

Racine opened the public hearing at 7:16pm.

Larry Constantino of Chelsea Lane spoke on behalf of the residents of Chelsea Park II and expressed that the Chelsea Park II residents are happy with how things have been developed since the last meeting. He applauded developers for their attention to detail.

Racine closed the public hearing at 7:20pm.

*Agostinelli moved and Robertson seconded THAT Findings of Fact for application SPR-2000-09-K, included in PD Report 2021-92 and forming part of this motion, BE APPROVED.*

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

*McManus moved and DeGood seconded THAT application SPR 2000-09-K, submitted by Bennett Donaldson/JB Donaldson Company to replace four 12-Unit residential buildings and attached garages with two-24-unit apartment buildings with no carports and adjust the boundaries of*

*parcel 05-021-066-00 for the Chelsea Park West apartments, BE APPROVED, subject to the following conditions:*

1. *Approval of the proposed parcel split is required, with the proposed “remainder parcel” to be “Dedicated open space” and deeded to Chelsea Park II.*
2. *The pathway located along Chelsea Lane on the northern edge of the remainder parcel should be extended with a 5-foot-wide wood chip pathway to the proposed pathway in Chelsea Park II.*
3. *A sign should be placed along the northern side of Chelsea Lane showing direction to the Miller Creek Nature Reserve.*

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

**b. PD 2021-94 – Kensington Park PURD Minor Amendment (7:27)**

The Kensington Park PUD is located west of the Cherryland Center site. The PURD was originally approved in June 2003 and has been amended several times. There has been confusion over whether sidewalks are required as part of this development and the applicant has submitted an application for a minor amendment to the PURD requesting to officially remove the requirement for sidewalk installation. Applicant Lynne Moon has expressed in an email that she wished to withdraw the application for the amendment. As a formality, the Planning Commission should accept the withdrawal once it is in writing from the applicant.

*Fudge moved and Robertson seconded to table any action on the Kensington Park PURD Minor Amendment to await a formal withdrawal from the applicant.*

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

**7. New Business**

**a. PD 2021-93 Articles 2,3 and 7 Zoning Ordinance Text Amendment - Introduction (7:34)**

*DeGood moved and Fudge seconded THAT the draft proposed Zoning Ordinance text amendment, as attached to Planning Department Report 2021-93, BE SCHEDULED for a public hearing for the August 11, 2021 Planning Commission Regular Meeting.*

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

**8. Public Comment (7:37)**

Jo Panter of Chelsea Lane asked about definitions of Commons Areas vs. Open Space.

A gentleman commented about a PUD and its amenities and who has access to those amenities.

Sych answered questions about the definitions and commissioners discussed Open Space and its ownership within a PUD.

**9. Other Business (7:59)**

**10. Items for Next Agenda – July 28, 2021 (8:00)**

a. Housing Discussion - Introduction


Commissioners discussed the proposed marijuana testing facility and the ordinance and zoning actions pertaining to such a use. The Township Board may need to offer more direction in the matter and commissioners need to take any unintended ramifications of such a change under advisement.

**11. Adjournment**

*Fudge moved to adjourn the meeting at 8:15pm.*

---

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

 <b>Charter Township of Garfield</b> <b>Planning Department Report No. 2021-98</b>			
Prepared:	July 21, 2021	Pages:	1
Meeting:	July 28, 2021 Planning Commission	Attachments:	<input type="checkbox"/>
Subject:	Zoning Considerations for Marijuana Testing Facilities		

**BACKGROUND:**

The Township Board is currently considering adopting an ordinance under the Medical Marijuana Facilities Licensing Act (MMFLA) and amending an existing Township ordinance under the Michigan Regulation and Taxation of Marijuana Act (MRTMA) to allow for marijuana safety compliance facilities. The Board heard a request from a potential applicant who is interested in applying for a license for a marijuana safety compliance facility and adding marijuana testing to the services offered at their existing laboratory.

To allow marijuana safety compliance facilities in the Township, it is necessary for the Township Board to adopt the police power ordinances as described above and for the Township Board to adopt an amendment to the Zoning Ordinance describing the zoning districts and standards for such facilities. The following is an analysis of potential issues for the Planning Commission to consider regarding these facilities.

**STAFF COMMENTS:**


The Planning Commission should consider several factors in crafting updates to the Zoning Ordinance to accommodate marijuana safety compliance facilities, including the following:

- **Definitions.** The MMFLA contains a definition for “safety compliance facility” and the MRTMA contains a definition for “marihuana safety compliance facility.” The Zoning Ordinance definitions can include references to these definitions in the State Acts.
- **Zoning Districts.** Based on similarity to other land uses such as laboratory or research and design facility, potential zoning districts for a safety compliance facility would be C-O Office Commercial, I-G General Mixed Use Industrial Business, and I-L Limited Mixed Use Industrial Business.
- **Special Conditions / Special Use Permit Process.** Along with determining which zoning districts would allow for safety compliance facilities, the Planning Commission should consider whether these facilities should be reviewed administratively or under the Special Use Permit process and if there should be any supplemental use standards. Some issues that may warrant standards include conducting all activities within a building, controlling odors, and requiring all applicable licenses. The Township may have a local license for these facilities as part of the police power ordinances.

Also, the potential applicant who presented to the Township Board, SOS Analytical, is currently located on a site zoned C-G General Commercial. If the Township ultimately allows for safety compliance facilities and the C-G district is not one of the districts in which they are allowed, then the applicant would need to apply to rezone their site or find an alternate site.

**ACTION REQUESTED:**

No action is requested at this time, as this item is for discussion only. After the discussion, Staff plans to bring a draft proposed Zoning Ordinance update back to the Planning Commission.

 <b>Charter Township of Garfield</b> <b>Planning Department Report No. 2021-97</b>			
Prepared:	July 21, 2021	Pages:	1
Meeting:	July 28, 2021 Planning Commission	Attachments:	<input checked="" type="checkbox"/>
Subject:	Housing Discussion – Introduction		

**BACKGROUND:**

The Planning Commission’s 2021 work priorities includes a housing review and discussion, as described by the following:

“A comprehensive conversation about housing and what may be appropriate actions for the Township. This may include allowing different housing types including “missing middle” housing, accessory dwelling units, shipping container homes, and tiny homes; reviewing the existing residential land use regulations in the Zoning Ordinance; and other actions. Housing North, a regional housing advocacy group, has created the Housing Ready Communities checklist which may be a helpful resource in this discussion.”

Additionally, allowing for housing diversity in the Zoning Ordinance is a goal of the Redevelopment Ready Communities (RRC) program. The Township is working toward meeting the goals of the RRC program to meet the qualifications for RRC certification.

**NEXT STEPS:**

Staff anticipates going through the Housing Ready Checklist and inviting Housing North staff for the next Planning Commission study session on August 25, 2021. The Housing Ready Checklist is included as an attachment to this report as a reference for discussion at tonight’s meeting.

**Attachments:**

1. Housing Ready Checklist.





NORTHWEST MICHIGAN  
HOUSING READY CHECKLIST





Housing North is a nonprofit organization formed in 2018 to build awareness, influence policy, and grow capacity and resources so communities can create housing solutions that meet their unique needs. It's governed by a ten-county Board of Directors that represent business; philanthropy; local, county, and tribal government; workforce development; and housing agencies from throughout the ten-county region of Northwest Lower Michigan.

[www.housingnorth.org](http://www.housingnorth.org)

**This checklist is adapted from the Housing Ready Checklist developed by the Leelanau County Housing Action Committee.**



## HOUSING READY CHECKLIST

Northwestern Michigan is experiencing a shortage of housing –particularly rental housing – that is affordable to a broad range of income levels. The short supply of available housing leaves many families with few choices but to live in deteriorating, inadequate, unsafe, or unaffordable homes—if they stay or move to the region at all. Families and young people may choose to live elsewhere, limiting our workforce and harming businesses. Businesses struggle to find employees who can afford to nearby and often lose potential new recruits to businesses where more affordable housing options are available. Quality housing means quality employees.

Without spending significant resources, local governments and communities can help by ensuring that there are opportunities for development that can create a variety of housing options for all people in the community. Local and county governments can work in partnership with developers and community organizations and businesses to support housing goals and smart, sustainable projects.

This checklist is designed to help communities evaluate their own standards, strategies, plans, and ordinances to ensure they are designed in a way that meets local needs for workforce housing. It is adapted from the Housing Ready Checklist developed by the Leelanau Housing Action Committee, which was based on practices that have been used in many communities' local plans and zoning ordinances to create more development opportunities and support workforce housing initiatives.

### Local Government Roles

Planning commissioners and elected boards, like city councils and township boards, make decisions about zoning and development in villages, townships, and some counties in Northwest Michigan. This means local governments are essentially the 'gate keeper' for directing and determining what type, how much, and where workforce housing is built in your community. Without proper regulations and policies, developers are forced to pursue expensive, time-consuming rezoning or variance requests interfering with project schedules, creating project uncertainty, and often litigation or abandonment of their project.

Using the Housing Ready checklist, we can begin local conversations about how to ensure that our communities' policies are fair and predictable, and that they allow the types of housing we need, while preserving the local character that makes Northwest Michigan such a desirable place to live.

## HOW TO USE THIS CHECKLIST

Very few, if any, communities will be able to answer “yes” to every question on this checklist—and not every community will want to! Each community’s plans, policies, and procedures are unique to local circumstances, and the inclusion of elements on this checklist doesn’t necessarily mean they’re appropriate for your community. Rather, the checklist can be a starting point for examining how your community plans for housing choices.

### Where Do We Start?

Advocates or officials can suggest or request that their local planning commissions and/or elected boards complete and/or review the checklist at a study or working session, or even at a joint meeting of the planning commission and elected board. Local housing networks or Housing North staff can help facilitate the checklist completion process and conversation. Once the checklist is complete, local officials may identify some elements that can be added or modified in local plans and policies as a “to-do” list for action.

### Understanding the Terms in this Document

It’s unlikely that everyone in the conversation will be familiar with all of the terms and techniques included in the checklist. Local partners, advocates, community networks, and Housing North can help by participating in local discussions and sharing resources and information. Contact information is available on [www.homesforourfuture.org](http://www.homesforourfuture.org).

### We Know What We Need to Change! Now What?

Changes to policies, plans, and procedures can be complex and time-consuming. While some communities have staff to help make changes, others may want or need to consider outside assistance from planning consultants and others. **Housing North and local housing networks are here to help.** Please visit [www.homesforourfuture.org](http://www.homesforourfuture.org) for information on local housing networks that can provide recommendations on technical assistance, help with zoning reviews, or questions or suggestions on the checklist.

## What is Workforce Housing?

Generally speaking, workforce housing means housing our workers can afford – our teachers, restaurant employees, firefighters, electricians, and others making around the County’s median income. Nearly all experts agree that a household’s housing costs should not exceed 30% of its income.

Therefore, workforce housing commonly refers to housing that costs less than 30% of the area’s median income.—and that housing is becoming harder and harder for the workforce to find.

Current local median income data, and more information on housing terms and definitions is available online at [www.homesforourfuture.org](http://www.homesforourfuture.org).



## HOMES FOR OUR FUTURE

The Housing North Homes for Our Future campaign is a call to action for the public, local governments, employers and schools. The Housing Ready Checklist is one way communities can participate in the campaign. Other resources and opportunities for participation, like sample resolutions, messaging guidance, data, a calendar of events, best practices, and more, are available online at



## COMMUNITY NEEDS ASSESSMENT

Understanding the needs for housing, and the barriers standing in its way, is an important first step in determining which changes are needed in your community's plans, policies, and procedures.

### Has your community taken steps to understanding local housing needs?

1. Has your community expressed an interest or need for more housing options?
2. Have the following stakeholders participated in discussions regarding the need for workforce housing?  
 employers  school districts  families  local residents  nonprofits  other jurisdictions  
 developers  landowners
3. What methods have been used?  
 questionnaire/survey  public comment  online options  public meeting(s)  
 presentation of options with discussion  focus groups  other

## PLANNING STRATEGIES

The legal framework for determining where and what type of development occurs through zoning—but zoning must be based on an adopted community master plan. Plans are an important way to begin conversations about housing, and can provide guidance about how housing needs should be addressed and accommodated in local policies and zoning ordinances.

### Has your community considered planning initiatives or amendments to address housing?

1. Y  N  a Master Plan that advocates for housing that meets the needs of all residents
2. Y  N  setting a goal for an amount of workforce housing needed (as a number of units or as a percentage of total housing) and developed a method to track progress
3. Y  N  mapping priority development areas in and adjacent to villages and settlements where workforce housing is to be included with other housing types
4. Y  N  "pre-permitting" selected sites within the designated priority development area(s)
5. Y  N  becoming "Redevelopment Ready Certified" to access Michigan Economic Development Corporation (MEDC) financing, resources, and marketing?

## BEST PRACTICE HIGHLIGHT: MANISTEE HOUSING ACTION PLAN

The Manistee Housing Action Plan, adopted by the Manistee City Council in October 2019, summarizes housing needs and identifies local policies and actions that could support new housing efforts. Recommendations address zoning, financing, communications and public outreach, tax incentives, and more. The plan was developed through the Rising Tide initiative of the Michigan Economic Development Corporation, in partnership with Beckett & Raeder and Housing North, and is available online at [mirisingtide.org/Manistee](http://mirisingtide.org/Manistee).



## ZONING STRATEGIES

Development begins with zoning, which is a locally-adopted law that regulates where, how, and what type of development is allowed in a community. The right zoning can create a clear, predictable path for developers to follow, resulting in the type of housing that a community wants and needs. But it can also be a barrier, preventing the construction of many types of in-demand homes, increasing development costs, or requiring complex and lengthy approval processes. It's important for communities to make sure that their local zoning ordinances are up-to-date, fair, predictable, and reflective of the community's needs and preferences for housing.

### Does your community's zoning ordinance include/allow the following:

1. Y  N  an established, simple, and easily accessible development approval process
2. Y  N  lot splits
3. Y  N  single family homes to be converted to multi-family units
4. Y  N  expanded boundaries of high density residential districts
5. Y  N  a mixture of densities and dwelling types that are allowed by right (preferably) or by special use, especially in priority development area(s), including:
  - Y  N  multi-family housing (townhomes, condos, apartments, duplexes, multiplexes, etc.), with the same/similar lot dimension requirements as single-family homes when practical
  - Y  N  small minimum dwelling size (450 sq. ft. or less is suggested) for all housing types
  - Y  N  zero lot line homes
  - Y  N  dormitory housing or boarding room housing in certain districts under defined conditions
  - Y  N  mixed-use buildings that allow housing in commercial districts
  - Y  N  accessory dwelling units (ADUs) or granny flats
  - Y  N  cottage developments
6. Y  N  definitions that distinguish between "long-term rental" and "short-term rental"
7. Y  N  single-room (long-term) rentals in single-family homes
8. Y  N  an ordinance that regulates short-term rentals, including limiting or prohibiting short-term rentals of non-owner occupied homes in districts targeted for workforce housing
9. Y  N  an ordinance that allows Planned Unit Developments (PUDs) through a clear, fair, predictable process that encourages inclusion of workforce housing
10. Y  N  form-based zoning in districts that have been designated as priority development area (s)
11. Y  N  encourage or incentivize energy efficiency and sustainability to maintain affordability
12. Y  N  overlay districts to delineate priority development area (s) for workforce housing



## ZONING STRATEGIES

### **Does your community's zoning ordinance allow incentives for workforce housing including:**

1. Y  N  density bonus when retaining open space
2. Y  N  density bonus when a percentage of units are set aside for workforce housing
3. Y  N  reduced number of parking spaces required
4. Y  N  reduced utility hookup fees
5. reduced minimum dwelling and lot width and size for:  
 below market-rate housing  districts targeted for workforce housing  in-fill development
6. Y  N  height bonuses if residential is incorporated in a mixed-use building
7. Y  N  emphasizing incentives in priority development area(s)

### **Has your community considered the following regarding Accessory Dwelling Units (ADUs or "Grannie Flats"):**

1. Y  N  minimal restrictions on ADU height, dwelling size, lot area, ratio of ADU size to primary residence size, maximum number of bedrooms/occupants, and parking
2. Y  N  ADUs for long-term rentals allowed by-right
3. Y  N  one attached and one detached ADU is allowed on same property
4. Y  N  limit or eliminate short-term rental of ADUs in districts targeted for workforce housing

## BEST PRACTICES HIGHLIGHT: CITY OF CHARLEVOIX ZONING CHANGES

In response to an urgent need for workforce housing by local businesses, the City of Charlevoix has taken a proactive stance to housing readiness by updating local plans and policies. Beginning in 2017, it began exploring and adopting changes to zoning that would create more opportunities for housing development in the City. Zoning has since been amended to allow accessory dwelling units, conversions of single-family homes to two-family homes, and single-room rentals in owner-occupied homes, all while streamlining approval processes for development. At the same time, the City is exploring innovative ways to regulate short-term rentals in order to ensure that the new housing created by its zoning changes remains available for year-round residency. The City is also exploring other ideas, including use of City-owned property for housing development and infrastructure incentives for residential development.



## FUNDING & FINANCING

When building homes that are affordable to the workforce, there is almost always a “gap” between the costs of construction and a price that’s affordable to the end buyer or renter. Builders and partners have to find a way to fill that gap, often with grants, low-interest loans, donations of land, tax incentives, or waived infrastructure or other fees. It often takes a significant investment of time and expertise to find and secure that gap funding or subsidy. Local governments can help by approving tax incentives or other tools, or even providing a local source of funding that can be applied to predevelopment activities and/or financial gaps in a project. These activities demonstrate local commitment and reduced project risk to funders, and can leverage significant investment from public or private sources.

### Has your community considered or implemented:

1. Y  N  working with community development finance institutions (CDFIs) to provide financing for developers and buyers when banks won’t lend
2. Y  N  adopting an ordinance and clear approval procedures for payment in lieu of taxes (PILOT) incentives
3. Y  N  establishing a Neighborhood Enterprise Zone to provide tax incentives for home rehabilitation and new residential development
4. utilizing the following to acquire land or fund the development of workforce housing:  
 Michigan or county land bank authority  Brownfield Redevelopment Authority  tax increment financing  housing tax exemption  Payment In Lieu of Taxes (PILOT)  private/government grants  private land trusts  local investment groups  private and public donations  other

## ENSURING LONG-TERM HOUSING AVAILABILITY AND AFFORDABILITY

Whenever communities work to encourage more housing choice, it’s important to consider how—and for how long – that housing will be made available to the workforce and other long-term residents. There’s often a concern that new homes created under these housing initiatives will be marketed or “flipped” for a windfall profit, and/or that they’ll be converted into short-term rentals like AirBnBs. These practices can be easily avoided with a little forethought and some partnerships with housing agencies and others, through mechanisms like deed restrictions, second mortgages, and community land trusts. These practices require that homes are only eligible to be sold or rented to income-eligible households at an affordable price, and that they’ll be occupied only by the owner or primary renter. Local governments, developers, and community organizations can enter into partnerships with nonprofit developers or housing agencies that routinely manage these types of requirements.

More information on community land trusts and shared equity homeownership is available from the organization Grounded Solutions, online at [groundedsolutions.org](https://groundedsolutions.org).





## DEVELOPMENT OPPORTUNITIES

A hallmark of successful workforce housing projects is participation and support from a variety of partners: private developers, local governments, community development finance institutions, state agencies, volunteers, and nonprofits. Because development is so expensive, and often require different funding sources, projects tend to be complicated, and require help from multiple partners. Your community can play a key role in streamlining the development process by convening those partners and coordinating projects, while ensuring that local assets and infrastructure are “housing ready.”

### Has your community considered or implemented:

1. Y  N  partnerships with nonprofits, businesses, schools, and private developers to advance workforce housing development?
2. Y  N  working with partners to market housing development opportunities?
3. Y  N  whether your current infrastructure supports increased housing density?
4. identifying factors that limit density:  
 parking  roads  soil conditions  Brownfield(s)  septic/sewer  other
5. Y  N  opportunities to rehab deteriorated, abandoned, or unused buildings or properties for workforce housing?
6. Y  N  a transparent, easy to follow “developer’s checklist” of zoning and other requirements that must be met before a project is launched?
7. Y  N  forms and permits that are simple, easy to access, and make the development process as transparent and efficient as possible?
8. Y  N  establishing or using the county or state land bank authority as a development tool and partner?
9. Y  N  creating an inventory of local-government owned properties, redevelopment-ready properties, or other sites available and appropriate for housing development?

## BEST PRACTICE HIGHLIGHT: LEELANAU HOUSING PARTNERSHIPS

Leelanau County is home to a number of local partners that work closely together on housing initiatives. The Leelanau Housing Action Committee, a committee of the Leelanau County Planning Commission, focuses on building “housing readiness” in the County by working with local governments to share information about housing needs and promote the Housing Ready Checklist, which it developed in 2019. Meanwhile, the Leelanau County Land Bank Authority provides important tax benefits and revenue to kick-start private investment on tax-foreclosed or other properties, in partnership with housing nonprofits like Habitat for Humanity and Leelanau REACH—a volunteer-based local housing nonprofit focused on creating new housing opportunities. With property donations from local philanthropists, financing from community development finance institutions (CDFIs) like the Opportunity Resource Fund, and development assistance from the Traverse City Housing Commission, REACH has coordinated the development of four single-family workforce homes in Northport.