

**CHARTER TOWNSHIP OF GARFIELD  
PLANNING COMMISSION MEETING**

Wednesday, September 11, 2019 at 7:00pm  
Garfield Township Hall  
3848 Veterans Drive  
Traverse City, MI 49684  
Ph: (231)941-1620

**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 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 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.

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

**3. Minutes – August 28, 2019**

**4. Correspondence**

**5. Reports**

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

**6. Unfinished Business**

- a. Public Hearing – PD2019-118 Hickory Hills SUP Amendment
- b. PD 2019-115 - Alpers Excavating Sand and Gravel Pit SUP Renewal – Findings of Fact
- c. PD 2019-116 - Chelsea Park West PUD Major Amendment - Findings of Fact
- d. PD 2019-122 – Harris Hills Site Condominium SPR 2019-04 - Update

**7. New Business**

- a. PD2019-121 – Village at LaFranier Woods Senior Living – Conceptual Review
- b. PD2019-120 – Springhill Bed & Breakfast SUP – Introduction
- c. PD2019-119 – Habitat for Humanity SUP - Introduction

**8. Public Comment**

**9. Other Business**

- a. Cancellation of September 25, 2019 meeting

**10. Items for Next Agenda – October 9, 2019 TBD**

**11. Adjournment**

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

The Garfield Township Board will provide necessary reasonable auxiliary aids and services, such as signers for hearing impaired and audio tapes of printed materials being considered at the meeting to individuals with disabilities upon the provision of reasonable advance notice to the Garfield Township Board. Individuals with disabilities requiring auxiliary aids or services should contact the Garfield Township Board by writing or calling Lanie McManus, Clerk, Ph: (231) 941-1620, or TDD #922-4412.



**CHARTER TOWNSHIP OF GARFIELD  
PLANNING COMMISSION MEETING  
August 28, 2019**

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

**Pledge of Allegiance**

The Pledge of Allegiance was recited by all in attendance.

**Roll Call of Commission Members:**

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

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

**1. Public Comment (7:00)**

John Stimson with Homestretch Housing is in support of the new Barlow Neighborhood Plan.

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

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

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

*Nays: None*

**3. Minutes (7:01)**

**a. August 14, 2019**

Item 7a, sentence four should read “The parent parcel is 170 acres and the proposed development is approximately 35 acres.”

In item 7b, the word “ambivalent” should be replaced with “not in favor of”.

*Duell moved and Cline seconded to adopt the minutes of August 14, 2019 as amended*

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

*Nays: None*

**4. Correspondence (7:06)**

Planning and Zoning News  
2020 Strategic Plan adopted by the Board.

**5. Reports (7:07)**

**Township Board Report**

Duell commented that the board approved the new Metro Millage at 2.45 mills and the golf course amendment was approved. Ebikes are being bought and the 2020 Strategic Plan was adopted.

**Planning Commissioners**

No reports

**Staff Report**

No reports

**6. Unfinished Business**

**a. PD 2019-112 Development Review Procedures (7:13)**

Commissioners reviewed the draft Overview of Development Review Procedures which outlines a description of the development reviews conducted by the Planning Commission. Planner John Sych said that the 15 day notice requirement creates some constraints to the process. Under this new procedure, the Planning Commission could have Findings of Facts prepared for a study session immediately following the Public Hearing. A recommendation would then be made that the project be introduced to the board. Commissioners were positive about the revised procedures.

*McManus moved and Fudge seconded that the Overview of Development Review Procedures be accepted.*

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

*Nays: None*

**7. New Business**

**a. PD 2019-113 Barlow Garfield Neighborhood Plan – Draft Existing Conditions (7:20)**

Deputy Planner Steve Hannon introduced the plan and reviewed it with Commissioners. His report details existing conditions within the boundaries. The purpose of the plan is to generate a vision and a sense of place and also market the community. Commissioners discussed the data and recommended clarifying some of the conclusions especially for the market analysis statistics. Sych explained how this plan could work together with the ordinance to create investment and economic development to the plan area. Hannon also reviewed economic development resources such as TIF and Opportunity zones. Commissioners gave feedback on the report and asked questions regarding the report. The report will be revised and brought back to Commissioners in October. October 21st is a tentative public input session. A speaker may be present in November who has been in the development field for many years and has a good sense of commercial development trends.

**8. Public Comment (8:52)**

Jim Carruthers, Mayor of Traverse City, is in support of the Barlow/Garfield neighborhood plan.

John Stimson talked about the density of the Barlow/Garfield area and suggested adding a history of that area.

Steve Duell commented on the high density residential zoning as it pertains to Logan's Landing.

**9. Other Business**

None

**10. Items for Next Agenda –September 11, 2019**

- a. Hickory Hills SUP Amendment – Public Hearing
- b. Chelsea Park West PUD Amendment FOF
- c. Alpers Gravel Mining SUP Renewal
- d. Harris Hills Site Condominium – Continue
- e. Spring Hill Bed and Breakfast SUP Intro
- f. Village at LaFranier Woods PUD Conceptual Review
- g. Habitat for Humanity ReStore Addition SUP Intro
- h. Chick-fil-A Rezoning Intro

Deputy Planner Steve Hannon explained a couple of the items for the next meeting.


Commissioners discussed the Public Comment format. Sych will draft some guidelines for public comment.

**11. Adjournment**

*Fudge moved to adjourn the meeting at 9:41pm.*

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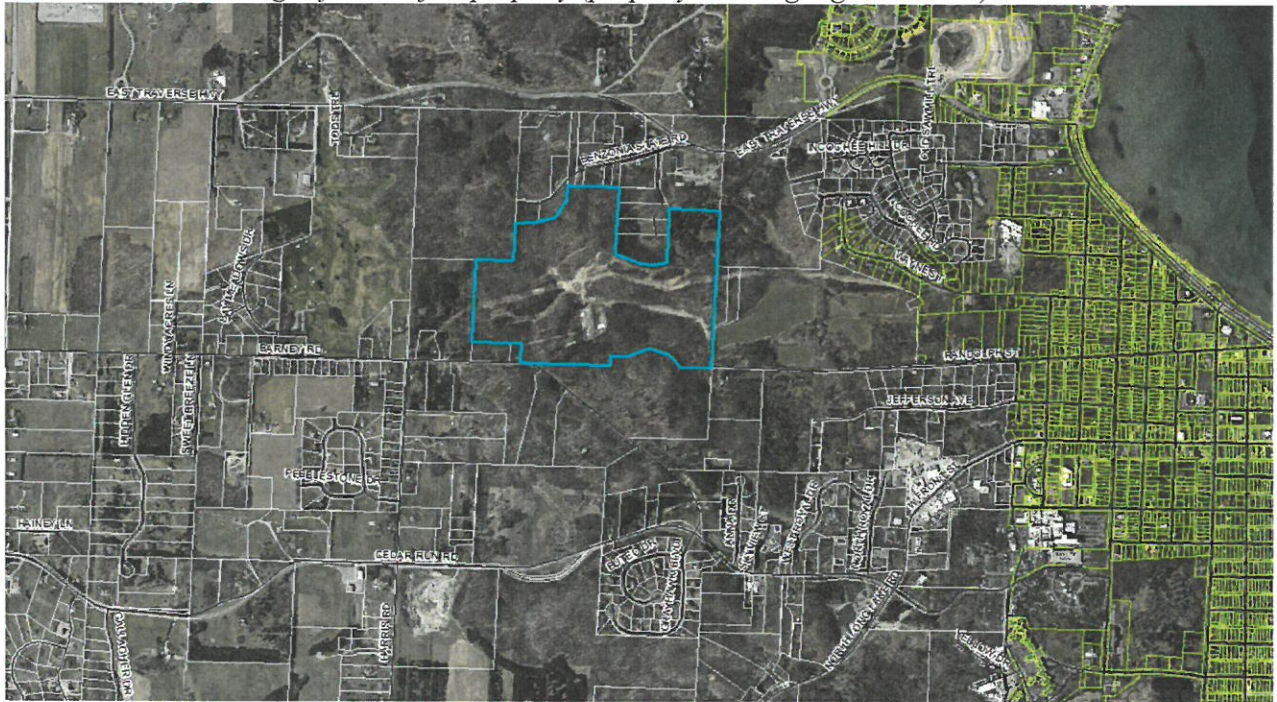
Joe Robertson, Secretary  
Garfield Township Planning  
Commission  
3848 Veterans Drive  
Traverse City, MI 49684

 <b>Charter Township of Garfield</b> <b>Planning Department Report No. 2019-118</b>			
Prepared:	September 3, 2019	Pages:	5
Meeting:	September 11, 2019 Planning Commission	Attachments:	<input checked="" type="checkbox"/>
Subject:	Hickory Hills Special Use Permit Amendment-Public Hearing		
File No.	SUP-2017-04-A	Parcel No.	05-005-001-00
Applicant:	City of Traverse City		
Owner:	City of Traverse City		

**PURPOSE OF APPLICATION:**

This application requests approval of an amendment of the Special Use Permit (“SUP”) to the Hickory Hills recreational facility owned and operated by the City of Traverse City and located in Garfield Township to permit additional uses on the site. Municipal recreational facilities are permitted in the P-R Park and Recreation District with specific uses permitted by right and by special use permit. The City is seeking to add new uses to the site. Furthermore, the City is requesting an amendment to its previously approved landscaping plan for the parking lot at Hickory Hills.

*Zoomed-out aerial image of the subject property (property lines highlighted in blue):*





*Zoomed-in aerial image of the subject property (property lines highlighted in blue):*



### **OVERVIEW**

Hickory Hills was approved as a Special Use Permit (SUP) by the Garfield Township Planning Commission on February 28, 2018. Part of the SUP approval included the Hickory Hills Master Plan. While the Master Plan proposes winter and summer concepts that include events, it appears there was no discussion, formal presentation, or approval of additional indoor and outdoor events as part of the SUP application beyond the current use of the property. Current winter use of the property includes skiing and current summer use of the property includes hiking and disc golf. Since approval in 2018, there have been plans and efforts by the City to implement more of the Master Plan and expand use of the park in the summer months, including banquets and outdoor concerts. Amendment of the SUP will ensure that any potential impacts of these additional uses are addressed.

Proposed additional uses that require SUP approval include:

- Amphitheatre (outside event entertainment, year round)
- Banquet Center (with and/or without an outside tent for wedding, corporate and non-profit rentals)
- Challenge Course / Ropes Course (year round)
- Climbing Wall (indoor or outdoor, year round)
- Guest Services Building (food/beverage, rentals, etc.)
- Lodge (with and/or without an outside tent)
- Nature Center
- Summer Camps for Kids
- Yoga Retreat
- Zip Line Course
- Ice Rink (winter)

Events proposed for the site include:

- Four (4) seasonal events are planned at Hickory Hills, including cross-country skiing, disc golf, running, and mountain biking.
- 15 to 26 non-winter season rentals for weddings, corporate events, and non-profit events.

**SITE DESIGN AND ZONING COMPLIANCE OVERVIEW:**

In the section that follows, issues that staff considers being of potential concern at this point:

*Facilities and Tents:*

Phase 1 of the project, which has been nearly completed, includes construction of a new lodge, utilities and infrastructure, parking lot and maintenance building. Phase 2 will include a challenge course/ropes course, climbing wall and zip line. Future development may include a nature center and a summer camp location.

In addition to built facilities, the applicant proposes temporary tents that will be used for some seasonal events. Three tent locations are shown to illustrate the locations on the attached Landscape Sheet, but only one large tent per special event will be allowed.

Hickory Hills is approximately 130 acres in area and is often wooded in areas that abut neighboring properties. Some of the impact of the uses and events on the site will be minimized by the terrain and natural features. However, other impacts such as noise and overflow parking may need to be mitigated.

*Events:*

The City of Traverse City's Park and Public Land Use Policy requires permits for events in City parks and public lands. Events are categorized as High Impact Events or Low Impact Events. High Impact Events are high profile events such as multi-day festivals. Low Impact Events include weddings, family reunions, walks/running races and other events.

Low Impact and High Impact uses/events are processed differently and have different requirements as outlined in the Park and Public Land Use Policy. Low Impact uses/events are approved by the Parks and Recreation Division. High Impact uses/events are approved by the City Clerk's Office. In some cases, the City Commission must approve High Impact event permits; and the Parks and Recreation Commission may also be required to review an application. In review of this Policy, it is clear that the City has a defined process and criteria for managing uses/events.

*Access:*

Vehicular access to Hickory Hills is through a residential neighborhood in both the City and Township. The property is accessed by a single point of ingress and egress from Randolph Street. This location is approximately 0.8 miles west of Madison Street, the nearest major cross street. Based on previous reports, apparently speeding traffic along Randolph Street has been a concern of neighboring property owners over the years. The posted speed limit is 25 mph. The County is responsible for speed limit enforcement on Randolph Street.

Based on a traffic count conducted in May, 2019 by the City of Traverse City in the 1300 block of Randolph Street (west of Madison Street), the average annual daily traffic was determined to be 366. However, events at Hickory Hills may cause noticeably increased traffic at certain times.

*Parking:*

Total on-site parking includes 182 spaces. On-site parking threshold is 143 spaces for special events, with 39 spaces being reserved for park users. In the previous SUP application, there were reports of overflow parking occurring along Randolph Street. The improved parking lot was to address this concern. The Township Zoning Ordinance does not permit on-street parking.

For events at Hickory Hills which exceed on-site parking, a parking plan is required as part of the event application process. While not explicitly provided in the application document, the issue of spillover parking along Randolph Street needs to be addressed.

*Landscaping:*

The Hickory Hills improvements are concentrated in a mostly forested area. Although the applicant installed landscaping, the majority of the buffer standards required by Section 530 of the Zoning Ordinance were waived under Section 530.H(1), due to the topography and vegetation providing an established screen or buffer which is equal, or superior, in its ability to meet the intent of the Section.

The applicant, however, is seeking an amendment to the proposed landscaping for the new parking lot. Attached is the original landscaping plan dated December 1, 2017. The revised landscaping plan dated July 5, 2019 is attached.

Section 532 of the Zoning Ordinance addresses parking area landscaping. Section 532 does require one or more canopy trees for each 100 square feet of interior landscaping area. In the original SUP application, 17 trees were proposed for the interior landscaping areas. In addition, 32 trees were proposed along the east side of the parking lot area. In the revised landscaping plan, the trees have been replaced with lower growing shrubs.

Pursuant to Section 530.H, the approval authority, in this case the Planning Commission, may waive or adjust any landscaping requirements provided one or more conditions exist. Applying the condition stated in Section 530.H(1), the existing vegetation (i.e., mature trees surrounding the parking area) on the site may be considered enough to waive the tree requirement for the interior landscaping area.

*Noise:*

One concern about outdoor events is the impact of noise onto adjacent properties. As part of its permit requirements for events in the City's Park and Public Land Use Policy, the following provisions address potential noise issues:

(g) Time of Events. The Permit shall specify the days and hours of the event. Unless otherwise indicated in the Permit, all Events are limited to the hours of 10:00 am and 10:00 pm daily. The City Manager may approve a time extension for good reason.

(h) Time of Amplified Sound. Unless otherwise allowed in the Permit, amplified music or sound shall be limited to no more than a total of six hours including normal breaks taken between the beginning and end of individual music performances between 10:00 am and 10:00 pm.

(i) Noise. The Application shall include a current, active plan for the containment of noise and vibration attributed to the Event. Special conditions may be placed on any amplified sound to preserve the rights and enjoyment of those adjacent or near the Event. The City noise ordinance applies to all Events. This shall include but not be limited to amplified music and speech, construction, and sounds emanating from groups or crowds connected with the Event. No person shall cause, suffer, allow, or permit the operation of any amplified sound reproduction device in such a manner that it crosses a real property line of the park and raises the total sound levels by the permissible sound level limits set forth below when measured within a building.

AMPLIFIED SOUND REPRODUCTION DEVICE  
MAXIMUM PERMISSIBLE SOUND LEVEL LIMITS

Indoors across a real property line  
dB(C) ABOVE  
INTERIOR AMBIENT SOUND LEVEL

Week nights 10:00 p.m. - 7:00 a.m. Weekend nights 11:00 p.m and 9:00 a.m.

3 dB(C)

All other times

6 dB(C)

While the Township noise ordinance is in place, the City rules as outlined above are more restrictive and would be better to have in place to manage noise at Hickory Hills.

**ACTION REQUESTED:**

The purpose of this agenda item is to hold a public hearing on the application. If, following an opportunity for applicant presentation and Commissioner discussion, the Commission is prepared to direct Staff to prepare Findings of Fact, the following motion is offered for consideration:

MOTION TO direct Staff to prepare Findings of Fact for application SUP-2017-04-A, submitted by City of Traverse City, for a Special Use Permit for a recreational facility at 2000 Randolph Street.

Any additional information that the Planning Commission determines to be necessary should be added to this motion.

**Attachments:**

1. Hickory Hills Special Use Permit Amendment Application - Impact Assessment
2. City of Traverse City Park and Public Land Use Policy
3. 11"x17" landscape plan dated December 1, 2017
4. 11"x17" landscape sheet dated July 5, 2019



## **Hickory Hills Special Use Permit Amendment Application**

This application is to amend the Special Use Permit SUP2017-04 authorized by the Garfield Township Planning Commission on February 28, 2018

### **Impact Assessment**

**A written illustrative description of the environmental characteristics of the site prior to development, i.e., topography, soils, vegetative cover, drainage, streams, creeks or ponds.**

The site consists of sands with slopes varying from 2 to 45 percent. There is a flowing drainage ditch with wetland complexes that were located and mapped by our environmental consultant and shown on the drawings. There are both open areas and forested areas on the site.

### **Types of uses and other man-made facilities.**

The site is a recreation area used for alpine and Nordic skiing, walking and hiking, disc golf, day camp, small parties, weddings, gatherings and similar activities. The existing and new buildings on site include the old lodge, old maintenance pole building, small sheds and timing huts, outdoor fire pits, the new lodge and the new maintenance building.

We anticipate that temporary tents will be used for some of our seasonal events. Our Parks & Public Land Use Policy will dictate frequency and size of tents allowed. Please refer to the attached copy of the Land Use Policy and the Landscape sheet which provides more details on event policies and proposed tent placement. Three tent locations are shown to illustrate the primary locations anticipated, but only one large tent per special event would be allowed.

### **The number of people to be housed, employed, visitors or patrons and vehicular and pedestrian traffic.**

The lodge is expected to have up to 10 employees at a given time. Winter visitors to the Lodge are estimated to be between 14,000 and 16,000, or approximately 4,000 per month. Visitors to the lodge outside of the ski season will vary by the month depending on facility reservation levels, with estimated averages ranging from 700 to 900 visitors a month or 5,600 to 7,200 annual visits. Additional patrons will visit the park for traditional park use of walking, hiking and disc golf activities that are not associated with lodge use and are not included in the use estimates. The new lodge has an occupancy capacity of 136 persons.

**Phasing of the project including ultimate development proposals.**

Phase 1 included the new lodge, lodge utilities/ancillary support and infrastructure, as well as parking improvements and the new maintenance building. Phase 2 will include enhanced recreational opportunities including a Challenge Course/Ropes Course, Climbing Wall and a Zip Line. Other potential improvements include the addition of a Nature Center and a Summer Camp location for children.

**Natural features which will be retained, removed and/or modified including vegetation, drainage, hillsides, streams, wetlands, woodlands, wildlife and water. The description of the areas to be changed shall include their effect on the site and adjacent properties. An aerial photo may be used to delineate the areas of change.**

The existing wetland and all lands within the 25' buffer of the wetlands, trees and steep slope features were retained during construction. Trees were removed as part of the recreational expansion and there are plans for additional tree and vegetation planting going forward.

**The method to be used to serve the development with water and sanitary sewer facilities.**

A well and septic system were installed to serve the lodge and the new maintenance facility that includes a staff and public restroom. The well is classified as a Type II-B well permitted through the Grand Traverse County Health Department. The septic system features a grease trap, septic tanks, a flow equalization and dosing tanks, and a subsurface disposal field.

**The method to be used to control drainage on the site and from the site. This shall include runoff control during periods of construction.**

Drainage from the site is controlled by primarily collecting runoff in a series of small basins within the parking area. Yard drains are present in the space around the lodge and the maintenance building to collecting surrounding hard surface and building runoff. A series of underdrain piping connects the basins. These underdrains provide for runoff storage, infiltration, and conveyance to the larger infiltration basins.

Storm water runoff is directed to the several basins throughout the parking lot as well as the last large basin. The storm water system is designed to exceed Garfield Township capacity. The exceedance is from not including the infiltration deduction in the calculations of the basin volumes. Overflows of the basins are designed to flow to the existing drain and culvert on the south side of the existing access drive. To mitigate overflow impacts to the Meadows that was experienced during the spring runoff, an additional basin with slow release drain and stone drain channel was constructed.

**The method to be used to control any increase in effluent discharge to the air or any increase in noise level emanating from the site. Consideration of any nuisance that would be created within the site or external to the site whether by reason of dust, noise, fumes, vibration, smoke or lights.**

Post construction use of the property will remain the same for the winter period and there will be no change in use or increase in noise emanating from the site. Activities such as snow making, ski slope grooming and skiing activities will remain. For the spring, summer and fall period there will be events scheduled in the lodge and seasonal events outside as well with an impact that matches existing operational noise levels. All events will be required to comply with Garfield Township noise ordinances in place as well as the City of Traverse City Parks and Public Land Use policies. There will be no additional expected changes on the property to create changes in existing dust, noise, fumes, vibration or smoke.

**If the public sewers are not available to the site, the Applicant shall submit a current approval from the Health Department or other responsible public agency indicating approval of plans for sewage treatment.**

The Grand Traverse County Health Department approved the construction of a septic drain field area for onsite wastewater dispersal that was completed as part of Phase 1 of this project. **An indication of how the proposed use conforms with existing and potential development patterns and any adverse effects.**

The proposed use is consistent with the June 2, 2014 Hickory Hills Master Plan which has been previously approved by Garfield Township. Recent development and planned future development include the following, with no expected adverse effects:

**Spring/Summer/Fall Use**

Amphitheatre (outside event entertainment)  
Banquet Center (with and/or without an outside tent) (wedding, corporate & non-profit rentals)  
Challenge Course/Ropes Course  
Climbing Wall  
Guest Services Building (food/beverage, rentals, etc.)  
Lodge (with and/or without an outside tent)  
Nature Center  
Summer Camp for Kids  
Yoga Retreat  
Zip Line Course

**Wintertime Use**

Amphitheatre (outside event entertainment)  
Challenge Course  
Climbing Wall

Ice Rink

Life or tow-accessed downhill ski terrain, tubing hills, sledding hills, or mountain bike runs

Lodge

Nature Center

Outdoor Lighting

We plan on hosting 4 seasonal events at Hickory Hills for the major activities onsite including cross-country skiing, disc golf, running and mountain biking. These events would comply with all City of Traverse City Parks and Public Land Use policies. Each event would use the lodge as well as temporary facilities outdoors (tents, portable restrooms, etc.) to support the event activities

We anticipate that during the non-winter season we'll host between 15 and 26 rentals for weddings, corporate events and nonprofit events. The Multi-Season Recreation Master Plan anticipated 6,686 visits annually for these events.

Total on-site parking includes 182 spaces. On-site parking threshold is 143 spots for special events, with 39 spots being maintained for park users. Events with parking needs that exceed our on-site parking will be required to formalize a parking plan. We have reached out to the Grand Traverse County Road Commission to restrict parking to the north side of Randolph only for events, and we'll require collaboration with alternate parking options though shuttle services and off-site parking to meet the demand in excess of what our facility can offer.

**Name(s) and address(es) of person(s) responsible for preparation of statement.**

City of Traverse City, Derek Melville, 625 Woodmere Ave. Traverse City, MI 49686

City of Traverse City, Tim Lodge, 400 Boardman Ave. Traverse City, MI 49686

**Description of measures to control soil erosion and sedimentation during grading and construction operations and until a permanent ground cover is established.**

**Recommendations for such measures may be obtained from the County Soil Conservation Service.**

Soil erosion and sedimentation control measures for the site include silt fence, erosion control blankets and seeding have taken place on most of the surfaces that were disturbed during construction.

**Type, direction, and intensity of outside lighting.**

All exterior lighting for the buildings and parking area is LED direct cutoff, see drawings for footcandle levels and fixture types. Outdoor lighting meeting the Township requirements was included with the new alpine slope development. Additional lighting of the Nordic trails meeting the Township requirements is anticipated.

**General description of deed restrictions (including easements), if any.**

There is an easement for the septic drain-field.



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**CITY OF TRAVERSE CITY**

**PARK AND PUBLIC LAND USE POLICY**

**I. PURPOSE**

The purpose and intent of this Policy are as follows:

- (a) The purpose of this Policy is to manage and regulate Events (High Impact Events and Low Impact Events) including those sometimes known as festivals, on City parks and other city property, excluding streets.
- (b) It is intended to regulate them as to time, place, and manner and not as to content.
- (c) It is recognized and appreciated that Events and festivals have become an important addition to the culture and vitality of Traverse City, and that they make a valuable contribution to the economic and social well-being of the City.
- (d) It is recognized and appreciated that the City's parks and open spaces are used by residents and visitors for recreational enjoyment in their natural state.
- (e) It is acknowledged that the City is charged with the responsibility to manage its assets, including City parks, responsibly and equitably so that they may be enjoyed for all of the purposes above described and further that overuse of City parks may result in damage which prevents any use of the parks.
- (f) This Policy is intended to strike a balance between use of City parks and other city property for organized Events and recreational enjoyment in order to protect all City parks for their individual primary purposes and in particular, the Open Space for its primary and historic purpose of passive recreation and open space, i.e., free of structures and obstructions.
- (g) It is intended to keep bay front parks available for views of Grand Traverse Bay both from that space and across that space for the rest of the City.
- (h) It is recognized that the summer daylight hours are the most desirable time of the year to protect this Open Space use.
- (i) It is recognized that the National Cherry Festival has an important place in the history and society of Traverse City and that the Cherry Festival's interruption of the Open Space primary use has long been recognized as a benefit to and an integral party of this City's culture, making that interruption justified.



- (j) It is recognized that the Traverse City Film Festival has an important place in Traverse City and that the Film Festival's interruption of the Open Space primary use is de minimus as it primarily occurs during the evening hours and outside of the most desirable time to protect the Open Space use.
- (k) It is important to recognize that even sites that have accommodated High Impact Events are for general public recreational use first, thus the regular use of a park must be respected.
- (l) Most City parks accommodate a variety of uses including both active and passive recreational opportunities that may occur on a casual and/or organized level.
- (m) The majority of parks have not been designed to accommodate large-scale Events, as many lack the necessary amenities, such as, washrooms, parking, and/or access to water or power to support High Impact Events.
- (n) In addition, most parks have differing features and requirements; thus, what is appropriate in one park may not be appropriate in another.
- (o) An objective of this Policy is to match events to an appropriate park site. This is accomplished by delegating to the City Manager the authority to establish Individual Park Guidelines and determine which parks are eligible for High Impact Events and which parks are eligible for other categories of Events.
- (p) It sets forth the conditions within which sponsors and users of City parks may use the City of Traverse City's parks and seeks to protect the citizens of Traverse City's use and investment in its City parks.
- (q) It regulates the frequency of Events in parks and establishes priority for holding Events.

## **II. DEFINITIONS**

The following words and phrases shall have the corresponding definitions:

- (a) "City Clerk" means the person acting as City Clerk of the City of Traverse City or his or her designee.
- (b) "City Manager" means the person acting as City Manager of the City of Traverse City or his or her designee.
- (c) "Parks" means those City-owned and officially dedicated parks as shown on the attached map or public land owned by the City of Traverse City, excluding streets.
- (d) "Parks and Recreation Division" shall mean the City of Traverse City Parks and Recreation Division, under the direction of the Parks and Recreation Superintendent.

- (e) "Parks and Recreation Commission" shall mean the City of Traverse City Parks and Recreation Commission, which is established under Chapter 277 of the City's ordinances, appointed by the City Commission for the City of Traverse City and serves in an advisory capacity.
- (f) "Event" means a planned activity to use a park and other city property, excluding streets. This includes those activities which have an attraction to the public, such as games or amplified sound. Events are categorized as High Impact Events or Low Impact Events.
- (g) "Park Use Permit" or "Permit" means a permit granted by the City to regulate park properties and other city property, excluding streets, used for Events.
- (h) "Open Space" means the park located north of Grandview Parkway, from Parking Lot VB on the West to the Marina and Marina Seasonal Parking Lot on the East.
- (i) "City Sponsored Event" means an event where the City of Traverse City completes and submits the Permit Application.
- (j) "High Impact Event" means an event generally considered to be open to the public regardless of whether a fee for admission is charged with one or more of the following elements: use of City personnel requested or required; commercial or for-profit financial benefit; includes significant infrastructure such as set up of large tents, stages, amusements, concessions etc.; sale of alcohol.
- (k) "Low Impact Event" means an event two days or less in duration, excluding set up and tear down with no commercial or for-profit financial benefit, which does not include use of city personnel, sale of alcohol or significant infrastructure in the park.

### **III. PERMIT REQUIRED**

An Event shall not be held or announced as going to be held at a park and/or other city property, excluding streets, until and unless a Park and Public Land Use Permit has been issued pursuant to this Policy.

### **IV. NATIONAL CHERRY FESTIVAL**

Because of its unique place in the history and culture of Traverse City, the National Cherry Festival is allowed annually for up to eight (8) consecutive days, excluding set-up and tear-down, which will be addressed in the Letter of Understanding, and is exempt from other provisions of this Policy. The National Cherry Festival will only be allowed if there is a Letter of Understanding with the City addressing the entire operation of the National Cherry Festival at the Open Space, other City sites and parks. The National Cherry Festival shall have first priority on park usage even if its application is received after another application for the use of the same park.

### **V. TRAVERSE CITY FILM FESTIVAL**

Because of its demonstrated benefit to the City of Traverse City and its de minimus impact on the primary purpose of the Open Space, the Traverse City Film Festival is allowed annually for up to eight (8) consecutive days, excluding set-up and tear-down, which will be addressed in the Letter of Understanding, and is exempt from other provisions of this Policy provided that the Traverse City Film Festival's use of the Open Space continues to have a de minimus impact on the primary purpose of the Open Space as determined by the City Manager. The Traverse City Film Festival will only be allowed if there is a Letter of Understanding with the City addressing the entire operation of the Traverse City Film Festival at the Open Space, other City sites and parks. The Traverse City Film Festival shall have first priority on park usage even if its application is received after another application for the use of the same park, except for the application of the National Cherry Festival.

## **VI. HIGH IMPACT EVENTS**

High Impact Events are subject to the following:

- (a) A High Impact Event may have a duration of up to three (3) consecutive days, excluding set-up and tear-down, which will be addressed in the Permit Application. Additional days may be requested in the Permit Application for a total of eight (8) consecutive days, excluding set-up and tear-down. The proposed permit holder for any High Impact Event with a duration of more than three (3) consecutive days (excluding set-up and tear-down) shall contract with the City for cost reimbursement and other obligations to the City; such contracts must be approved by the City Commission. High Impact Events shall be allowed three (3) days for set-up and tear-down combined. Any event that requires more than three (3) days for set up and tear down, shall receive approval from the City Commission. The permit holder shall be charged for each day they are utilizing the park, including for set up and tear down. The City Clerk shall provide a copy of the application and a synopsis for all first-time High Impact Events to the Parks and Recreation Commission; the Parks and Recreation Commission shall review the application and provide any recommendations or comments for consideration of review of the application to the City Clerk; for applications that require City Commission approval, the Parks and Recreation Commission recommendations/comments shall be provided to the City Commission.
- (b) A High Impact Event shall only be held on a City park if it is a park that the City Manager has determined to be eligible for High Impact Events based on its size, surroundings and history.
- (c) Except for the Open Space, eligible parks may have only one High Impact Event with a duration of more than three (3) consecutive days per year.
- (d) The Open Space may have one High Impact Event with a duration of more than three (3) consecutive days between Memorial Day weekend and Labor Day weekend in addition to the National Cherry Festival and the Traverse City Film Festival.



- (e) High Impact Events may coincide with another Event if all Events mutually agree to share the same park in writing and provide a copy of their written agreement with the Permit Application. The written agreement shall become part of any permit issued.
- (f) There shall be a suitable period of time between scheduled Events at a park.
- (g) No more than two High Impact Events shall be held per park per month. If a High Impact use spans two months, it shall be counted against the month where the greatest number of days are used (including setup, tear down, and actual event dates); if a tie, then it shall be counted against the month in which the first day of park use occurs (including setup).
- (h) For Clinch Park and the Open Space, with the exception of the National Cherry Festival and Traverse City Film Festival, there may be one High Impact Event in June, none in July, and one in August.
- (i) There shall be no High Impact Events in city parks on Memorial Day and Labor Day and the preceding Friday, Saturday and Sunday; and there shall be no High Impact Events in city parks on Independence Day, the day before and the day after Independence Day.
- (j) No High Impact Event in the Open Space may use more than two quadrants as defined by the map on file with the City Clerk and attached hereto.

## **VII. LOW IMPACT EVENTS**

- (a) Examples of Low Impact Events include but are not limited to weddings, family reunions and walks/running races which do not include commercial activity, picnics, school functions.
- (b) A Low Impact Event may be held on a City park only if it is a park that the City Manager has determined to be eligible for such an Event based on its size, surroundings and history and there shall be a suitable period of time between scheduled Events at a park.
- (c) Low Impact Events may coincide with another Event if all Events mutually agree to share the same park in writing and provide a copy of their written agreement with the Permit Application. The written agreement shall become part of any permit issued.

## **VIII. EXEMPT ACTIVITIES**

General public use for recreation is exempt if it does not involve the reserving or setting aside of any park or part of a park and does not include organized games, fixed signs, sound broadcasting equipment, tents, bleachers or similar items. Brief use for movie or television production and other photographic activities is exempt unless in the opinion of the City Manager the activity

will disrupt normal use. City-sponsored Events and instructional recreation programs endorsed by the City are exempt. Permission for an exempt activity is automatically revoked if the user violates any law, ordinance or park rule or regulation adopted pursuant to the Traverse City Code of Ordinances.

## **IX. PERMIT APPLICATIONS**

Permit applications must be completed by the Applicant and the person or sponsoring organization who will be the Permit Holder and submitted to the City parks and Recreation Division. The Parks and Recreation Division shall forward fees collected to the Treasurer's Department. The Parks and Recreation Division shall administer all Low Impact Events. Applications regarding all other Events shall be forwarded by the Parks and Recreation Division to the City Clerk's Office immediately upon receipt for processing. Such applications and the submittal of the applications shall comply with the following:

- (a) Time. Applications shall be filed ninety (90) days before an Event that is a High Impact Event. If an Application is filed more than one year before the Event, it shall be renewed in writing on the dates directed by the City Manager or it may be deemed untimely and withdrawn. If an Application is not submitted in compliance with the 90 day deadline, the application process may not be completed in time for the event to be held. The City may deny a permit automatically if the Application is not timely submitted.
- (b) Signature. The application shall be signed under oath or affirmation by the adult person who will attend and be in charge of the Event and activity or who can bind the organization requesting the permit.
- (c) Permit Holder. The application shall specify the name, address, and telephone number, cell phone number, e-mail address of the Permit Holder who shall be the sponsoring organization or individual and other information deemed relevant or necessary.
- (d) Fee. All applications, except for fee-exempt Low Impact applications, shall be accompanied by a non-refundable park usage application-processing fee. The City Commission by resolution and after recommendation of the City Manager shall establish application fees. The application fee shall be paid at the time of making the application. Applications submitted without the required fee shall automatically be deemed incomplete. Payment for any services to be provided by the City over normal service may be charged to the Applicant or Permit Holder. The application and permit fee shall be set by the City Commission by resolution. Certain High Impact Event applicants, when required, shall submit a security deposit in an amount determined by the City Clerk. The City Clerk may require such a deposit to be made in the form of a bond or certified check.
- (e) Insurance. Unless waived by the City Clerk or City Commission, all Permit Holders shall provide insurance as follows:

- (1) Comprehensive general liability insurance - \$1,000,000 per occurrence and such additional insurance and coverages as may be required by the City Clerk for special activities.
  - (2) The policy shall name the City of Traverse City as an additional insured in the policy coverage and shall include an endorsement to the policy naming the City of Traverse City as additional insured. Any amendment to or cancellation of such insurance shall require no less than thirty (30) days written notice provided to the City Clerk of such cancellation and/or amendment.
  - (3) The duration of the insurance shall encompass the total length of time any equipment is placed on City property or the duration of the event, whichever is longer.
  - (4) Suitable proof of insurance shall be submitted to the City Clerk prior to the Event taking place. In addition, the Applicant and Permit Holder shall execute a hold harmless and indemnification provision agreeing to hold the City and its officials, employees and volunteers harmless and to indemnify the City in the event of a claim resulting solely or partially from the Event or activity applied for.
- (f) Description of Event. The Event shall be described with such detail as required on the forms supplied. The description shall include a detailed site plan.
- (g) Noise Containment Plan. A plan for noise and vibration containment shall accompany the application.
- (h) Filing Date. An application shall not be deemed to be filed until the City Clerk, or for low impact events, the Parks and Recreation Division staff, states in writing that it is complete. The date of such writing shall be the date of filing of that application. Once an application has been deemed complete. High Impact Events shall be processed in accordance with the City Clerk's procedure; Low Impact Events shall be processed by the Parks and Recreation Division in accordance with that Division's procedure.

## **X. PRIORITY OF APPLICATIONS**

Applications for Events shall be considered and decided on a first come-first serve basis as of the date they are filed and deemed complete. An application shall be decided promptly after it has been properly and completely filed. Permit Holders with granted reservation requests shall have the scheduling priorities and rights as provided in this Policy.

## **XI. RESERVATION REQUESTS**

If an Applicant wishes to hold an Event annually, after it is held for the first time the Permit Holder

may request that the dates be reserved at a particular park for subsequent years. Reservation requests may be granted if a prior Permit has not been violated, the Permit Holder has fulfilled all obligations to the City and the Event has not created any unreimbursed expense or burden to the City. A non-refundable reservation fee established by the City Commission may be charged. If dates are reserved, an application from that Permit Holder will be given preference over all other applications for those dates and park. If the Reservation holder has not been issued a Permit or entered into a contract with the City for the Event at least 120 days before the Event is scheduled to occur, the Reservation shall be void. Reservation requests for more than three (3) years in advance will not be accepted. Reservation requests may be revoked by the City Manager based on the health, safety and welfare of the City, such as construction or development activities at that park, the elimination or reduction of City employees or resources needed to service the Event, or any reason stated in this Policy for not granting the initial request or permit application.

## **XII. REVIEW OF PERMIT APPLICATIONS**

(a) Permit applications for High Impact Events shall be approved or denied by the City Clerk or his or her designee after a staff review of the permit application in accordance with the procedure adopted by the City Clerk. Permit applications for Low Impact Events shall be approved or denied by the Parks and Recreation Division. The reviewing department/division may add conditions to any permit issued. Whenever there is ambiguity as to the application of this policy, city staff shall apply it in the most restrictive fashion.

(b) Appeal. Any person denied a Permit pursuant to the provisions of this Policy may appeal to the City Manager in writing, stating the reasons why the Permit should be granted. The City Manager shall respond to the appeal in writing within 10 days of receiving it. The City Manager may grant or deny the Permit. An Applicant may appeal the decision of the City Manager to the City Commission in writing, stating the reasons why the Permit should be granted. The City Commission may grant or deny the Permit after a public hearing at the next available City Commission meeting, and such decision shall be final. The City Commission may elect on its own motion to review any determination of the City Manager, City Clerk or Parks and Recreation Division in granting or denying a Permit.

## **XIII. STANDARDS**

The standards for granting approval of a Permit application are the following:

- (a) The activity is consistent, or can be by imposing conditions agreed to by the applicant be made consistent, with City guidelines that apply to the park where the Event will take place. Individual Park Guidelines shall be adopted by the City Manager.
- (b) The activity will not unreasonably interfere with or detract from the general public's enjoyment of the park or nearby public land.
- (c) The activity will not unreasonably disturb normal activity on surrounding private land.

- (d) The activity will not unreasonably interfere with or detract from the promotion of the public health, welfare, safety and recreation.
- (e) The activity does not cause a violation of any law, ordinance, rule, or regulation.
- (f) The facilities desired have not been reserved for other use on the date and hour requested in the application.
- (g) The activity will not cause damage to water, beaches, trees, benches, landscaping or other natural or man-made components of the park.
- (h) The activity does not entail extraordinary or burdensome expense of operation by the City.
- (i) The activity does not materially impact the characteristics or functions of environmentally sensitive resources or properties.
- (j) The activity will not be exclusive, in whole or in part, but will be open to the general public without charge. Sporting contests such as volleyball may charge a participant fee.
- (k) The activity shall not occur so soon before or after another Event that it creates a burden on the park facility, City staff or resources, or so soon that it unreasonably impedes the primary general public use of the park.
- (l) The Event complies with all other provisions of this Policy.

#### **XIV. GENERAL CONDITIONS**

The following general conditions apply to all Events. Additional special conditions may be imposed in the Permit. All terms and representations specified in the permit application are automatically special conditions to the Permit unless changed or superseded by the general conditions or an additional condition.

- (a) **Equipment and Signs.** No other property, equipment or signs are to be used by participants in the park, public land, and adjacent property or water except as listed in the permit. No signs shall be erected in violation of any City ordinance. Placement of such equipment shall be coordinated with the City Manager. Unless authorized by the City Manager, all property, equipment and signs shall be removed from the park on any day during which the Event, setup, or removal is not being conducted.
- (b) **Cleanup.** The Applicant and Permit Holder shall promptly and completely cleanup and restore the site immediately following the Event or activity.

- (c) Set Up and Removal. Set up and removal shall occur promptly and the time allowed therefor shall be restricted in the Permit.
- (d) City Cost. Damage to public properties or the City's cost incurred in cleanup and repair shall be the responsibility of the Applicant and the Permit Holder. Payment of any such assessment shall be due within thirty (30) days. The City Manager may require a bond, letter of credit, or cash deposit as security for cleanup and restoration.
- (e) Tents. If tents are used, the tent material shall be composed of noncombustible and flame-resistant fabric in accordance with the City Fire Code and erected to meet wind load requirements of the State Construction Code.
- (f) Advertising. Any advertising or public announcements of the Event that occurs before all necessary approvals from the City have been obtained, is not permitted. No signs are allowed in the City rights-of-way.
- (g) Time of Events. The Permit shall specify the days and hours of the event. Unless otherwise indicated in the Permit, all Events are limited to the hours of 10:00 am and 10:00 pm daily. The City Manager may approve a time extension for good reason.
- (h) Time of Amplified Sound. Unless otherwise allowed in the Permit, amplified music or sound shall be limited to no more than a total of six hours including normal breaks taken between the beginning and end of individual music performances between 10:00 am and 10:00 pm.
- (i) Noise. The Application shall include a current, active plan for the containment of noise and vibration attributed to the Event. Special conditions may be placed on any amplified sound to preserve the rights and enjoyment of those adjacent or near the Event. The City noise ordinance applies to all Events. This shall include but not be limited to amplified music and speech, construction, and sounds emanating from groups or crowds connected with the Event. No person shall cause, suffer, allow, or permit the operation of any amplified sound reproduction device in such a manner that it crosses a real property line of the park and raises the total sound levels by the permissible sound level limits set forth below when measured within a building.

**AMPLIFIED SOUND REPRODUCTION DEVICE  
MAXIMUM PERMISSIBLE SOUND LEVEL LIMITS**

Indoors across a real property line  
dB(C) ABOVE  
INTERIOR AMBIENT SOUND LEVEL



Week nights 10:00 p.m. - 7:00 a.m. Weekend nights 11:00 p.m and 9:00 a.m.	All other times
3 dB(C)	6 dB(C)

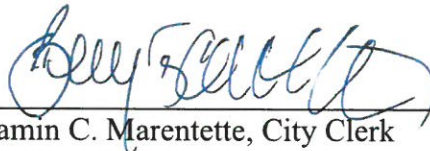
- (j) Excavation. No digging, staking or any other ground disturbing activity shall be performed except as authorized in the permit and upon prior notification to the City Manager. Trenching, excavating, or other disturbance of the ground surface will require the applicant to notify MISS DIG to appropriately mark all areas where obstructions exist prior to disturbing the surface area.
- (k) Trash and Toilets. Portable toilet and trash receptacles shall be provided, as necessary, for all Events based on the anticipated size of the Event. These shall be provided at the expense of the Permit Holder. The number, type and location of all receptacles and toilets shall be listed on the Permit. At least one portable toilet must be ADA compliant/handicap accessible. The Permit Holder is responsible for the clean up of the area and removal of trash from the site.
- (l) Recycling. It shall be the policy of the City of Traverse City to encourage recycling whenever possible. The mandatory provision of an area(s) utilizing source separation containers for primary recycling materials shall be provided at all High Impact Events. A list of primary recycling materials shall be determined by the City Manager. The number and location of such area(s) shall be shown on the Permit.
- (m) Commercial Activity. Only incidental commercial activity is allowed for Low Impact Events. All such incidental commercial activity shall be under the control of the Permit Holder and shall not be operated independently by third parties unless the third party operated commercial activity is allowed in the Permit.
- (n) Vehicles. No trucks or other motor vehicles are allowed at the park except in designated parking lots or except those conveying specialized equipment for the Event and allowed in the Permit.
- (o) Lights. No strobe lights or flashing lights are allowed. All lighting shall be directed at the Event and to the extent practical away from areas where the activity is not occurring. Portable or vehicle mounted generators are not allowed unless shielded from view and hearing by appropriate means approved by the City Manager.
- (p) Site Plan. Applicants shall provide a detailed site plan depicting facility locations, if any, to be used or installed during the Event.

(q) References. In the event an applicant does not have history with the city in conducting an event, the city may require three (3) professional references be provided and verified by the City Clerk; additionally, in such instance, the applicant shall deposit with the City the City's anticipated out-of-pocket expenses prior to the permit being issued. If three (3) professional references are not available, an event planning committee consisting of at least three (3) city residents shall be established by the applicant; and the contact information for the event planning committee shall be provided on the application.

## **XV. REVOCATION OF USE**

In addition to the penalties provided by Ordinance, a Permit may be revoked in writing at any time by the City Manager if it is determined that the holding of the Event authorized by the permit is no longer in the best interest of the public health, safety and welfare, or there has been a misrepresentation in the application or any material misstatement by the Applicant, or there has been a failure to follow this Policy, or other City ordinance, State law, or any condition attached to a Permit. The Applicant or Permit Holder whose Permit is revoked by the City Manager may appeal to the City Commission in writing within three (3) days. All activities under the permit will be suspended pending such appeal. Anyone acting pursuant to a permit that has been revoked or suspended shall be deemed to be trespassing, may be removed by City Police, and may, at the discretion of the City Manager, be charged with criminal trespass. In the event that a Permit has been revoked pursuant to the provisions of this section, the Applicant or Permit Holder shall be not be granted a Permit under this policy for two years following the date of revocation.

I hereby certify that the above Policy was adopted by the City Commission on March 16, 1998, and was amended in its entirety, at a regular meeting of the City Commission on March 17, 2008, and December 17, 2012, at a regular meeting of the City Commission and amended at the December 16, 2013, regular meeting of the City Commission and February 3, 2014, Regular Meeting of the City Commission, at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.



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Benjamin C. Marentette, City Clerk





City of Traverse City  
 1000 West Beaver Dam Road  
 Traverse City, MI 49781  
 Phone: 231.947.2000  
 Fax: 231.947.2001

CITY OF TRAVERSE CITY  
 2018 HICKORY HILLS IMPROVEMENT PROJECT  
 LODGE - LANDSCAPE PLAN

Revision/Issue	Date
PRELIM SET	12-01-17
11-30-2017	
2018-01	
BNG	
1" = 30'	
C-8	

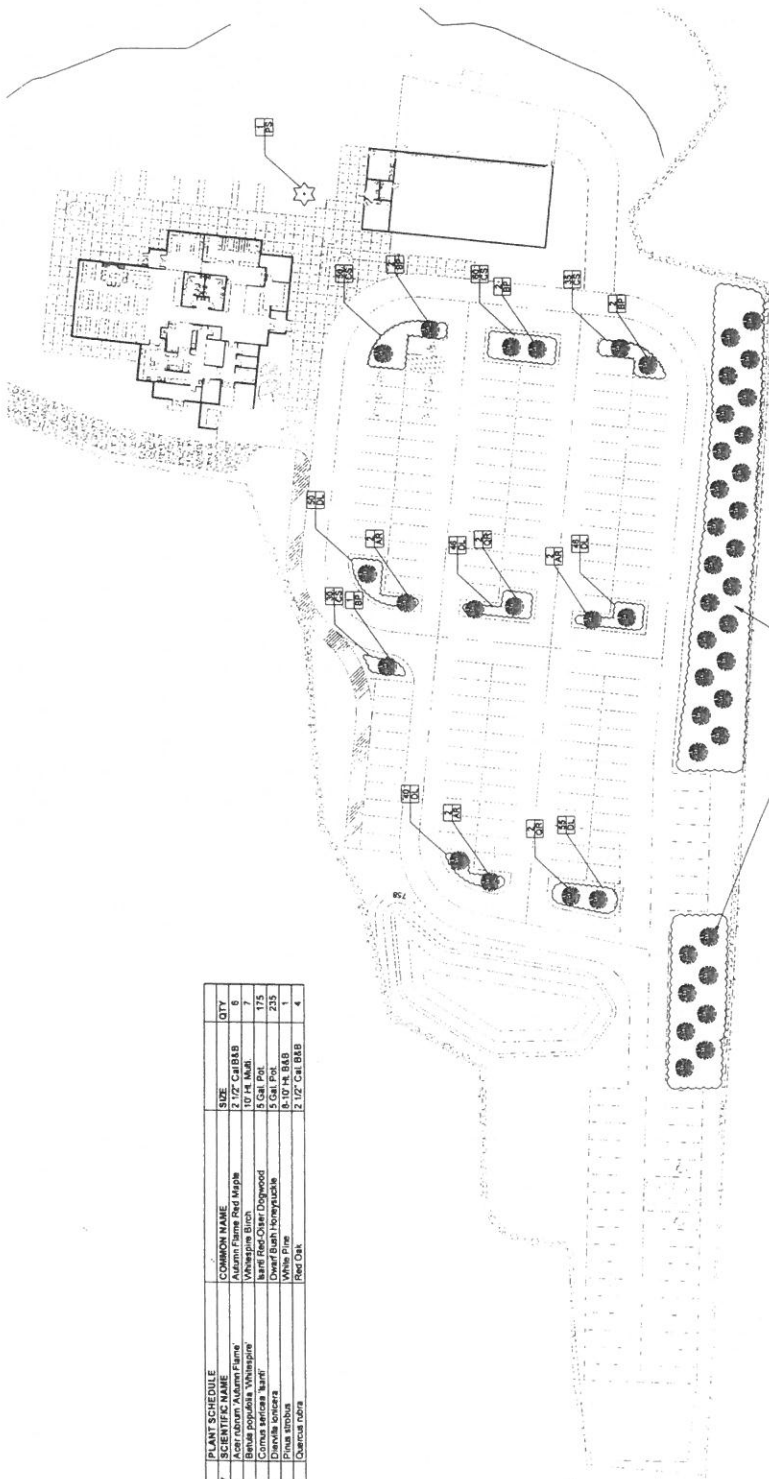


SCALE:

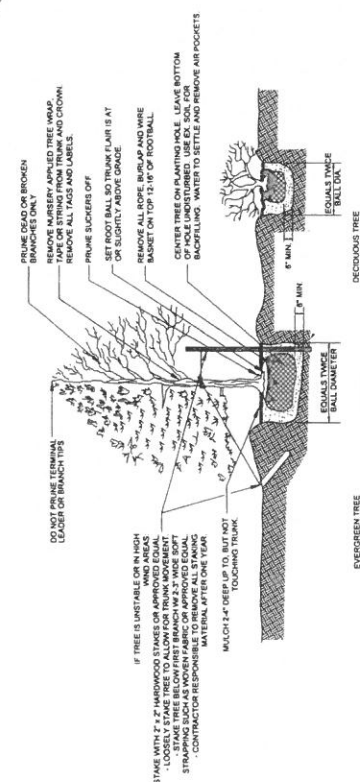


BEARINGS DATA  
 SPINE IN 17 TWIN WALNUT  
 27 NORTH OF EXISTING SOUTH GATE  
 ELEVATION = 751.03 (NVD 88)  
 SPINE IN WY COE OF LIGHT POLE  
 27 NORTH OF EXISTING SOUTH GATE  
 ELEVATION = 762.31 (NVD 88)

- LEGEND**
- ✱ FOUND PROPERTY CORNER
  - BENCHMARK
  - SIGN
  - G GAS SIGN
  - UTILITY POLE
  - WATER VALVE
  - FLD LIGHT POLE
  - ELECTRIC TREEBOX
  - TELEPHONE TREEBOX
  - TELEPHONE
  - CATCH BASIN
  - STORM MANHOLE
  - SANITARY MANHOLE
  - DECIDUOUS TREE
  - CONIFEROUS TREE
  - TREE LINE
  - SHELTER LINE
  - OVERHEAD ELECTRIC
  - UNDERGROUND ELECTRIC
  - UNDERGROUND TELEPHONE
  - UNDERGROUND CABLE TV
  - UNDERGROUND CABLE TV
  - SANITARY SEWER
  - WATER MAIN
  - SILT FENCE
  - FENCE
  - TOP/BOTTOM OF SLOPE
  - SOIL BORING LOCATION



KEY	PLANT SCHEDULE	COMMON NAME	SIZE	CITY
AB	Asplenium	Asplenium	2 1/2" Cal B&B	6
BP	Betula papyrifera	Betula papyrifera	10 H. N.M.H.	7
CS	Cornus sericea	Cornus sericea	5 Gal. Pot.	175
DL	Dioscorea	Dioscorea	5 1/2" Cal B&B	233
OR	Ostrya	Ostrya	2 1/2" Cal B&B	4

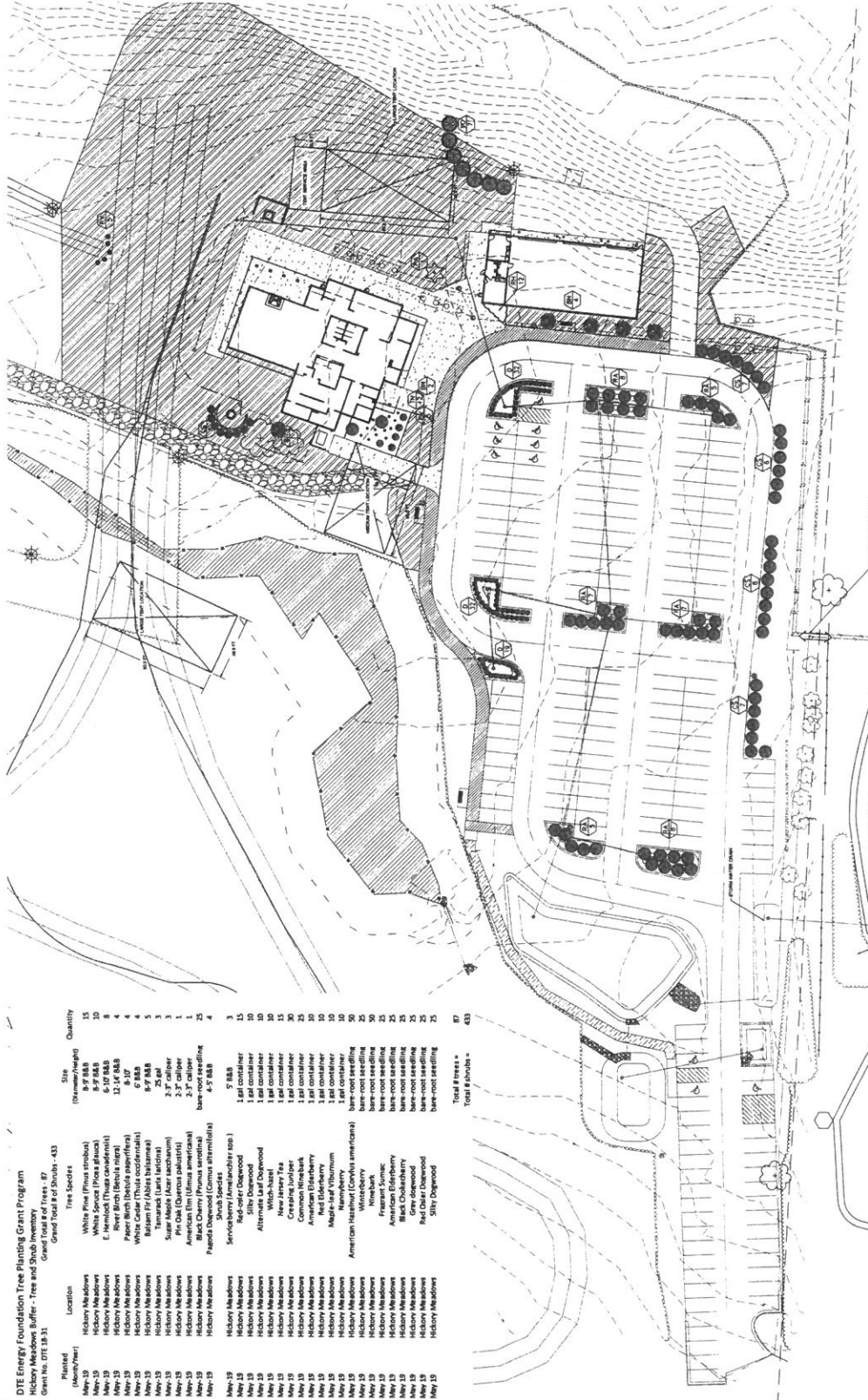


TREE & SHRUB PLANTING INSTALLATION  
 N.T.S.

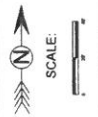


CITY OF TRAVERSE CITY  
HICKORY HILLS SPECIAL USE PERMIT  
LANDSCAPE SHEET

DATE	10/20/19
BY	JAC
SCALE	1" = 100'
PROJECT	HICKORY HILLS
SHEET NO.	1 OF 1



TYPE	QTY	COMMON NAME	SIZE	CITY	REMARKS
1	15	White Pine	5' B&B	15	Located Per Plans, 2' EM
2	8	Hemlock	6-12' B&B	8	Located Per Plans, 2' EM
3	4	River Birch	12-14' B&B	4	Located Per Plans, 2' EM
4	4	White Birch	6' B&B	4	Located Per Plans, 2' EM
5	5	Balsam Fir	6-7' B&B	5	Located Per Plans, 2' EM
6	3	Tamarack	25' tall	3	Located Per Plans, 2' EM
7	1	Red Pine	2-3" caliper	1	Located Per Plans, 2' EM
8	1	American Elm	2-3" caliper	1	Located Per Plans, 2' EM
9	25	Black Cherry	bare-root seedling	25	Located Per Plans, 2' EM
10	4	Pruned Dogwood	4-5' B&B	4	Located Per Plans, 2' EM
11	3	Serviceberry	5' B&B	3	Located Per Plans, 2' EM
12	15	Red-osier Dogwood	1 gal container	15	Located Per Plans, 2' EM
13	10	Alternanthera	1 gal container	10	Located Per Plans, 2' EM
14	10	White-hazel	1 gal container	10	Located Per Plans, 2' EM
15	10	New Jersey Tea	1 gal container	10	Located Per Plans, 2' EM
16	30	Common Nettle	1 gal container	30	Located Per Plans, 2' EM
17	30	American Elderberry	1 gal container	30	Located Per Plans, 2' EM
18	30	Blackberry	1 gal container	30	Located Per Plans, 2' EM
19	30	Blackberry	1 gal container	30	Located Per Plans, 2' EM
20	30	American Hazelnut	1 gal container	30	Located Per Plans, 2' EM
21	50	American Hazelnut	bare-root seedling	50	Located Per Plans, 2' EM
22	25	Prunella	bare-root seedling	25	Located Per Plans, 2' EM
23	25	American Elderberry	bare-root seedling	25	Located Per Plans, 2' EM
24	25	Gray Dogwood	bare-root seedling	25	Located Per Plans, 2' EM
25	25	Red Osier Dogwood	bare-root seedling	25	Located Per Plans, 2' EM
26	25	Silky Dogwood	bare-root seedling	25	Located Per Plans, 2' EM
27	25	Silky Dogwood	bare-root seedling	25	Located Per Plans, 2' EM
Total # trees =		437			
Total # shrubs =		433			



DTE Energy Foundation Tree Planting Grant Program  
Hickory Meadows Buffer - Tree and Shrub Inventory  
Grant No. DTE 18-31  
Grand Total of Trees = 87  
Grand Total of Shrubs = 433

Planted (Month/Year)	Location	Tree Species	Size (Diameter/Height)	Quantity
May-19	Hickory Meadows	White Pine (Pinus strobus)	5' B&B	15
May-19	Hickory Meadows	Hemlock (Tsuga canadensis)	6-12' B&B	8
May-19	Hickory Meadows	River Birch (Betula nigra)	12-14' B&B	4
May-19	Hickory Meadows	White Birch (Betula papyrifera)	6' B&B	4
May-19	Hickory Meadows	Balsam Fir (Abies balsamea)	6-7' B&B	5
May-19	Hickory Meadows	Tamarack (Larix laricina)	25' tall	3
May-19	Hickory Meadows	Red Pine (Pinus resinosa)	2-3" caliper	1
May-19	Hickory Meadows	American Elm (Ulmus americana)	2-3" caliper	1
May-19	Hickory Meadows	Black Cherry (Prunus serotina)	bare-root seedling	25
May-19	Hickory Meadows	Pruned Dogwood (Cornus alternifolia)	4-5' B&B	4
May-19	Hickory Meadows	Serviceberry (Amelanchier spp.)	5' B&B	3
May-19	Hickory Meadows	Red-osier Dogwood (Cornus serotina)	1 gal container	15
May-19	Hickory Meadows	Alternanthera (Alternanthera versicolor)	1 gal container	10
May-19	Hickory Meadows	White-hazel (Corylus heterophylla)	1 gal container	10
May-19	Hickory Meadows	New Jersey Tea (Rhus glabra)	1 gal container	10
May-19	Hickory Meadows	Common Nettle (Urtica dioica)	1 gal container	30
May-19	Hickory Meadows	American Elderberry (Sambucus racemosa)	1 gal container	30
May-19	Hickory Meadows	Blackberry (Rubus spp.)	1 gal container	30
May-19	Hickory Meadows	Blackberry (Rubus spp.)	1 gal container	30
May-19	Hickory Meadows	American Hazelnut (Corylus americana)	1 gal container	30
May-19	Hickory Meadows	American Hazelnut (Corylus americana)	bare-root seedling	50
May-19	Hickory Meadows	Prunella (Prunella sp.)	bare-root seedling	25
May-19	Hickory Meadows	American Elderberry (Sambucus racemosa)	bare-root seedling	25
May-19	Hickory Meadows	Gray Dogwood (Cornus alternifolia)	bare-root seedling	25
May-19	Hickory Meadows	Red Osier Dogwood (Cornus serotina)	bare-root seedling	25
May-19	Hickory Meadows	Silky Dogwood (Cornus amomum)	bare-root seedling	25





**Charter Township of Garfield  
Planning Department Report No. 2019-115**

Prepared:	August 29, 2019	Pages:	8
Meeting:	September 11, 2019 Planning Commission	Attachments:	<input checked="" type="checkbox"/>
Subject:	Alpers Excavating Sand and Gravel Pit-Special Use Permit Renewal-Findings of Fact		
File No.	SUP-2008-02-B	Parcel Nos.	28-05-019-001-00 and 28-05-018-041-00
Applicant/Owner:	Alpers Excavating, Inc.		

**BRIEF OVERVIEW:**

- 2767 Zimmerman Road (north of Silver Lake Road)
- Approximately 63 acres in area
- Existing sand and gravel mining operation
- A-Agricultural

**PURPOSE OF APPLICATION:**

This application requests approval of an extension of an existing Special Use Permit for an existing sand and gravel pit. Sand or Gravel Pits, Quarries are permitted via Special Use Permit in the A-Agricultural district. In addition to the requirements of Section 423 Special Use Permits, Sand or Gravel Pits, Quarries are subject to supplemental use regulations and conditions in Section 774 of the Zoning Ordinance.

*Zoomed-out aerial image of the subject property (property lines highlighted in blue):*





*Zoomed-in aerial image of the subject property (property lines highlighted in blue):*



**BACKGROUND:**

It is our understanding that this sand and gravel pit has been in operation by Alper's since the 1960's. The Planning Commission approved SUP #98-04 for Alper's Excavating with conditions in 1998. The permit had a condition to expire with ten (10) years of the approval date. In 2008, the Planning Commission approved SUP#2008-02 which extended the permit for another 10 years. As a condition of the previously approved SUP, there was a requirement that the SUP may be reviewed and renewed as follows:

Upon the expiration of two (2) years from the date upon which this Special Use Permit was originally issued the Township may, to the extent deemed necessary or advisable by and through the Planning Commission, review the terms and conditions of this Special Use Permit, and may alter or amend such terms and conditions as may be appropriate to assure that the standards upon which the issuance of this Special Use Permit was originally based continue to be met, and to otherwise insure that the spirit and purpose of the Township Zoning Ordinance is upheld. Notwithstanding the foregoing the terms of this Special Use Permit shall expire ten (10) years from the date upon which this Special Use Permit was originally issued. Nothing herein, however, shall prevent the permit holder from applying for a new Special Use Permit at that time.

**ZONING COMPLIANCE OVERVIEW:**

In addition to meeting the approval criteria in Section 423.E of the Zoning Ordinance, Section 774 states that all sand and gravel pits, quarries shall be established and maintained in accordance with all applicable Federal and State laws and regulations. Garfield Township has determined that extraction of natural resources by mining in zoning districts other than the I-L Limited Industrial and A-Agricultural will result in very serious consequences under the standards set forth in *Silva v Ada Township*, 416 Mich 153 (1982), and as further codified at MCL 125.3205. Therefore, the Township has only allowed mining in these two zoning districts subject to a property owner obtaining a special use permit and also subject to the following supplemental use regulations.

However, to the extent that there is a determination under MCL 125.3205 by a court of competent jurisdiction that the Township must allow mining of natural resources to occur in a zoning district that is not I-L or A, these supplemental use regulations shall still apply to the mining activity regardless of location:

1. *The Planning Commission may require the applicant to file a performance bond of sufficient amount to assure completion of the work following excavation, as required by this Ordinance.*

As a condition of the previously approved SUP, the applicant was required to provide a bond which may be reviewed and updated by the Township every two years. The applicant recently secured an updated proposal from Team Elmer's in the amount of \$54,000 to restore the existing pit with slopes of one on three or less and apply topsoil to the existing slopes and floor of the pit. The amount of the proposal is \$54,000. The applicant has offered to supply a cash surety agreement in the amount of \$54,000.

2. *No fixed machinery shall be erected or maintained within one hundred (100) feet of any property or street line.*

A crusher is located in the southern half of the property and is located approximately 500 feet from the nearest property line. A screen is located in the northern half of the property and is located approximately 390 feet from the nearest property line.

3. *All uses shall be enclosed by a fence or suitable plantings six (6) feet or more in height for the entire periphery of the property.*

As noted on the site plan, the site has extensive existing vegetation surrounding the site including evergreens and mature trees.

4. *No slope shall exceed an angle with the horizontal of forty-five degrees (45°).*

Two site profiles or cross-sections have been provided as part of the site plan but it is unclear where these profiles are located on the site. The site plan notes a maximum of 45 degree slopes during mining operations.

5. *At all stages of operations, pits or quarries shall be completely and continually drained of water when not in use or supervised by a watchman. All slopes and banks shall be graded and treated to prevent erosion or any other potential deterioration.*

As a condition of the previously approved SUP, all slopes, excluding the active mining area, shall not exceed 45 degrees during the mining operation, and shall not exceed 3 to 1 upon completion of the mining operation.

6. *No building shall be erected on the premises except as temporary shelter for machinery or field office.*

It appears that no additional buildings have been erected. An existing house and pole barn fronting Zimmerman Road are located on the site, but appear to be have been in place prior to the commencement of the mining operation.



7. *The Planning Commission shall establish routes for truck movement to and from the site in order to minimize the wear on public streets and to prevent hazards and damage to properties in the Township. That portion of access roads within the area of operation shall be provided with a dustless surface.*

As a condition of the previously approved SUP, unpaved roads and all other unpaved surfaces on which vehicles are driven with the site shall be treated with dust suppressants in the event road dust, at any time, under any circumstance, carries beyond the property boundary of the Applicant's property. As noted above, there have been no formal complaints to the Township related to dust since 2012.

Further conditions of the SUP stated noise from trucking operations as measured at neighboring property lines shall not exceed the noise levels generated by general truck traffic on Zimmerman Road.

8. *All installations shall be maintained in a neat, orderly condition so as to prevent injury to property, any individual, or the Township in general.*

It appears that the operations of the sand and gravel mining operation are maintained in a neat, orderly condition.

9. *Proper measures, as determined by the Planning Commission, shall be taken to minimize the nuisance of noise and flying dust or rock. Such measures may include limitations upon the practice of stockpiling excavated materials on the site.*

As a condition of the previously approved SUP, mining operations including, but not limited to, excavation, crushing, filling and grading, shall be conducted only between the hours of 7:00 a.m. and 7:00 p.m. Truck loading and other truck activity are limited to the hours of 7:00 a.m. to sunset, but no later than 9:00 p.m. Provided, however, occasional truck loading and trucking may occur at hours beyond sunset when unusual circumstances require it.

10. *When excavation and removal operations are completed, the excavated area shall be graded so that no gradients in disturbed earth shall be steeper than a slope of three (3) to one (1) in horizontal-vertical gradient. A layer of arable top soil shall be spread over the excavated area to a minimum depth of four (4) inches in accordance with an approved contour plan furnished by the applicant. The area shall be seeded with a perennial rye grass, or other similar soil-holding materials, and maintained by the applicant until the area is stabilized.*

As a condition of the previously approved SUP, the existing mined pit as depicted on the site plan may be expanded into the proposed ten (10) year projection area, but new pits which are not a continuous expansion of the existing operation are expressly prohibited.

Further conditions of the SUP stated site restoration shall take place on a continuous basis as areas are mined to their maximum extent. During site restoration a minimum of four inches of top soil shall be applied to excavated areas. Restored areas shall be immediately re-vegetated with a suitable grass and native plant mix.

Staff recommends that the conditions of the previously approved SUP be maintained in any consideration of a renewal of the SUP.

**FINDINGS OF FACT:**

At its August 14, 2019 meeting, the Planning Commission unanimously passed a motion directing Staff to prepare Findings of Fact for the application which is provided below for your consideration:

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

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

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

- While this use may be considered industrial in its attributes, gravel mining operations are determined by the location of readily available natural resources. This use is typically found in agricultural and rural land use areas.
- This use was established in the 1960's, prior to the Township establishing its master plan and zoning ordinance and has been in continuous use. At the time, there was considerably less development within the vicinity.
- The site is located within the A Agricultural zoning district, which allows for sand or gravel pits, quarries as a use permitted via Special Use Permit (SUP).

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

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

- The use has been permitted to operate with conditions and restrictions since the first Special Use Permit was approved in 1998. There are no substantial changes planned for the operation with this renewal.
- Residential homes have been permitted to develop around the use which was established prior to any of the neighboring development.

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

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

- Conditions and requirements are already in place as part of the prior Special Use Permit approvals. When these conditions and requirements are adhered to, any potential impacts, mainly dust and noise, onto adjacent properties can be mitigated.
- A condition of the previously approved SUP states, "mining operations including, but not limited to, excavation, crushing, filling and grading, shall be conducted only between the hours of 7:00 a.m. and 7:00 p.m. Truck loading and other truck activity are limited to the hours of 7:00 a.m. to sunset, but no later than 9:00 p.m. Provided, however, occasional truck loading and trucking may occur at hours beyond sunset when unusual circumstances require it." Set times can be measured and tracked; however, the last sentence of this condition is subjective, difficult to enforce and should be considered for removal from the SUP.

- It will be imperative of the applicant and the Township to maintain good communication and work together on a continuous basis to insure that any of these impacts are addressed, particularly in response to any complaints.

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

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

- The use has been in operation since the 1960's and has well-established landscaping buffer in most areas along the boundary of the site. These trees are predominantly evergreens and appear to be 20 to 30 feet in height. There are two areas, one at the northern edge of the site and one at the western edge of the site, which are somewhat sparse and only contain deciduous trees. The deciduous trees in these locations provide some buffer, but evergreen trees planted in these two locations would provide an improved buffer to reduce noise and dust impacts.
- Other restrictions previously placed on the use include a limit on hours of operation and the application of dust suppressants. These restrictions are intended to reduce any potential off-site impacts. 6.
- As proposed, the site plan shows that the "Proposed 10 Year Projection" covers a portion where there is an existing earthen berm. The berm needs to remain in place or relocated along the east side of the site as it provides an important buffer.

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

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

- As a mining operation, the use utilizes the natural resources of the site. However, the landscaping buffer surrounding the site provides screens much of the site and creates well-defined boundaries to the operation. Furthermore, the buffer helps to mitigate much of the dust and noise.
- A cash surety is being provided by the applicant to ensure that restoration of the site is completed as required by the Township Zoning Ordinance. Restoration will allow for future re-use of the site.

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

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

- Due the nature of the mining use, there will be no need for any services.

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

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



- Operation of the existing use may be detrimental to the neighboring homes. However, if the previously established conditions and requirements are maintained along with the landscaping buffer, any potential detriments should be addressed and mitigated.

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

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

- A public hearing was held by the Planning Commission on August 14, 2019. While there was no opposition to the current operation, there was notable concern about the enforcement of the conditions and restrictions of the Special Use Permit. Again, it will be imperative of the applicant and the Township to maintain good communication and work together on a continuous basis to insure that any of detrimental impacts are addressed.

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

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

- Existing ingress and egress to the site will be maintained from Zimmerman Road which is a primary County road. This is the only access point to the site and will need to be maintained in dust suppressed state.

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

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

- Due the nature of the mining use, there will be no need public access for vehicular or pedestrian traffic.

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

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

- The use is a temporary use and at some point will cease in operation. Future use of the site has not been determined, but any future use will be planned and developed in a way that is orderly and conforming to the surrounding land uses and zoning.

**ACTION REQUESTED:**

The purpose of tonight's meeting is to consider Findings of Fact for the application. Following consideration and Commissioner discussion, the following motion is offered for consideration:

MOTION THAT the Findings of Fact for application SUP-2008-02-B, as presented in Planning Department Report 2019-115 and being made a part of this motion, BE ADOPTED.

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

MOTION THAT application SUP-2008-02-B BE APPROVED and RENEWED for 10 years from date of approval, subject to the following conditions:

1. All final reviews from agencies with jurisdiction shall be provided prior to any Land Use Permit being issued.
2. The applicant will work the Township on a continuous basis to insure that any off-site impacts are addressed, particularly in response to any complaints.
3. The conditions of the previous Special Use Permit will continue except that clarification of the times of operation shall be limited to 7:00 a.m. to 9:00 p.m.
4. A cash surety from Alpers Excavating, Inc. to the Charter Township of Garfield with the provision of the full amount of funding for restoration of the site shall be fully signed and executed.
5. Additional evergreen buffer as noted shall be installed.
6. The site plan shall be amended to remove the "Proposed 10 Year Projection" from the existing earthen berm area along the east side of the site.

Any additional information that the Planning Commission determines to be necessary should be added or amended to the above motions.

**Attachments:**

1. Letter from Crain Engineering LLC dated August 6, 2019
2. Plan set provided by applicant dated July 5, 2019



**Crain Engineering, LLC**  
Engineering, Consulting & Design

7622 Bott Road  
Buckley, MI 49620  
Ph: 231-947-7255  
Cell: (231) 632-4207  
crainengineeringllc@gmail.com

August 6, 2019

Mr. John Sych, Planner  
Charter Township of Garfield  
3848 Veterans Drive  
Traverse City, MI 49684

RE: Alpers Mining Plan update

Dear John:

Please find attached the revised siteplan of the Alpers Mining plan for the Zimmerman Road property. The shown modifications to the last approved plan are:

- The main mining area has been expanded to the north( this area is just south of the existing access drive into the mining area) Access drive has not changed location from previous approved plan.
- Crusher location has moved to the North, but still located in the lower elevation of the mining area. This will be for producing road gravel
- South mining banks to be reclaimed
- Material stock pile areas shown in original 10 year project mining areas
- Material screen located in 10 projection area
- All screening and earth berm still in place as were approved by last approval.

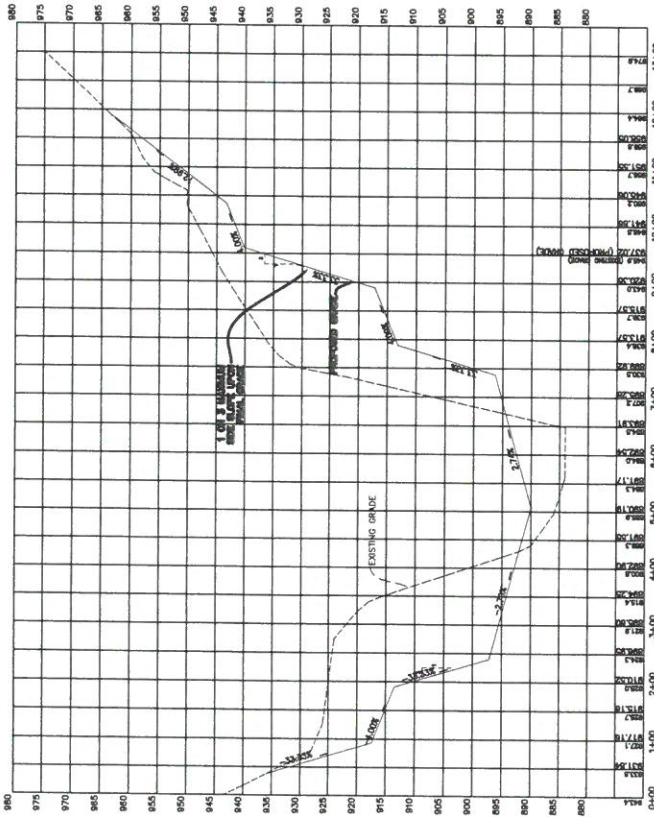
If there is anything further needed, please let me know.

**Crain Engineering, LLC.**

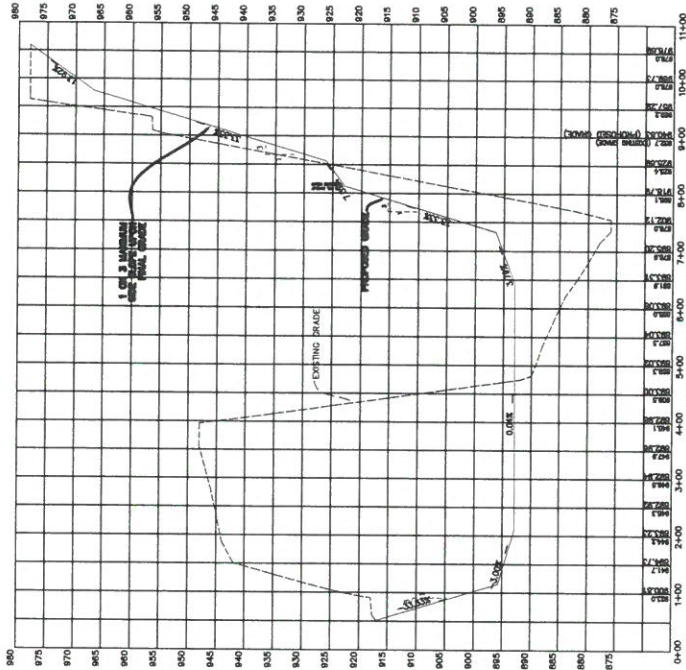
William Crain, P.E.  
Project Manager








**PROFILE A-A**  
 SCALE: HORIZONTAL: 1" = 100 FEET  
 VERTICAL: 1" = 10 FEET



**PROFILE B-B**  
 SCALE: HORIZONTAL: 1" = 100 FEET  
 VERTICAL: 1" = 10 FEET



 <b>Charter Township of Garfield</b> <b>Planning Department Report No. 2019-116</b>			
Prepared:	August 29, 2019	Pages:	5
Meeting:	September 11, 2019 Planning Commission	Attachments:	<input checked="" type="checkbox"/>
Subject:	Chelsea Park West PUD Major Amendment Findings of Fact		
Applicant:	Bennett Donaldson/JB Donaldson Company		
Owner:	Russell Broad		
File No.	SPR 2000-09-H	Parcel No.	05-021-066-00

**PURPOSE OF APPLICATION:**

A request to amend a Planned Unit Development (PUD) is being considered according to Section 423.G of the Zoning Ordinance. Staff has determined that this amendment constitutes a major amendment which requires a public hearing and Planning Commission approval. The Chelsea Park PUD was approved in 2000. The PUD has seen several minor amendments since 2000. The application requests an amendment to the Chelsea Park West PUD to increase the number of multiple family units from 172 multiple family units to 192 multiple family units for a total of 20 additional units. The proposal includes changing the building types from one (1) 8-unit building, two (2) 16-unit buildings, three (3) 20-unit buildings, and three (3) 24-unit buildings to eight (8) 24-unit buildings. The project will be built in four (4) phases of construction.

**SUBJECT PROPERTY:**

The subject parcel is approximately 19.31 acres and located in the Chelsea Park PUD north off Hartman Road, east of US-31. Existing zoning of the parcel is A-Agricultural. The future land use designation of the parcel in accordance with the Master Plan is High Density Residential.

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





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



**SITE DESIGN AND ZONING COMPLIANCE OVERVIEW:**

In the section that follows, staff offers the following comments regarding site design and compliance with the Zoning Ordinance:

*Phased Development*

The application proposes four phases of development starting at the southern end of the subject site and moving northward:

- Buildings #1 and #2                      Phase 1
- Buildings #3 and #4                      Phase 2
- Buildings #5 and #6                      Phase 3
- Buildings #7 and #8                      Phase 4

*60 Percent Requirement*

With an application to amend an approved PUD, the application shall include written consent to the application by the owner(s) of at least sixty (60) percent of approved development sites or land area within the planned development. A letter dated July 18, 2019 was received from Russell Broad of Broad Rentals LLC which meets this requirement.

*Ingress and Egress:*

Ingress and egress is provided directly onto Chelsea Lane. Chelsea Lane is the main entrance to the Chelsea Park PUD off Hartman Road. Additional access will be available to the east from Chelsea Park.

*Vehicular and Bicycle Parking:*

Multiple family dwellings have a minimum parking requirement of 1.5 spaces per dwelling unit and a maximum of 2.0 spaces per dwelling unit. 347 parking spaces are proposed. At 192 units, the average is 1.8 spaces for dwelling unit.

Wherever off-street parking is required, a minimum of two bicycle parking spaces are required. For parking areas with greater than twenty-five (25) motor vehicle spaces, bicycle parking shall be provided on a basis of two spaces per twenty-five motor vehicle parking spaces. Bicycle parking locations and design details have been provided.

*Pedestrian Circulation:*

Public pathways shall be constructed for all new development, re-developments, and amendments to previously approved site development plans, including substantial additions or improvements to existing buildings with a construction cost of twenty thousand dollars (\$20,000.00) or more within a twelve month period.

The type of pathway required shall be determined through the adopted Garfield Township Non-Motorized Plan. According to the Non-Motorized Plan map, Hartman Road is identified to have a bike lane/route.

*Landscaping:*

“Type C” buffers are required along the property lines. Existing trees along the north, south and some of the west property lines will be maintained. It appears that the evergreens along the south side of the property were planted as part of the initial development phase of the Chelsea Park PUD. While the site plan shows existing trees west of Building #1, there are few if any actual plantings at this location. Additional plantings have been provided for this location.

As a Special Use Permit, the Planning Commission does have the authority to require additional landscaping at any location if determined to be necessary to meet the intent of the Ordinance.

*Lighting:*

Pursuant to Section 517 of the Ordinance, all proposed lamps shall emit light measuring 3,500 K or warmer (between 0 K and 3,500 K) on the Kelvin scale. All proposed lamps, both pole lights and wall pack lights, are proposed at 3,000 K.

*Dumpster Enclosure:*

Four dumpster locations are provided. Dumpster enclosure details have been provided.

*Sewer and Water:*

Municipal sewer and water is proposed to service the site.

*Stormwater:*

Parking lot stormwater runoff will be managed completely onsite via four stormwater retention basins.

*Snow Storage:*

Ten (10) square feet of snow storage is required per one hundred (100) square feet of parking. Snow storage areas have been identified.

*Amenities:*

In the original approved PUD for Chelsea Park West, the Clubhouse was identified as having an outdoor pool. In this site plan, the originally proposed outdoor pool has been replaced with a covered fire pit/TV outdoor area with radiant heaters. In addition, there are two proposed outdoor patio/grill areas. A walking path has been proposed around the wetland area.

*Signage:*

The proposed location of the development sign is at the north corner of Chelsea Lane and Essex View.

**FINDINGS OF FACT:**

- 1) The Chelsea Park PUD was approved in 2000.
- 2) The Chelsea Park PUD has seen several minor amendments since 2000.
- 3) The application requests an amendment to the Chelsea Park West parcel (05-021-066-00) of the Chelsea Park PUD to increase the number of multiple family units from 172 multiple family units to 192 multiple family units for a total of 20 additional units.

**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 use which is already authorized within the PUD; the use is compatible with surrounding residential uses both within and outside of the Chelsea Park PUD; and, the amendment 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 development is already approved based upon the availability of these services and the application proposes a modest increase in density which can be accommodated by these services.
- (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 use is already approved, and the application includes additional amenities such as a clubhouse, a covered fire pit/TV outdoor area with radiant heaters, walking paths, outdoor patio/grill areas, and a dog park throughout the site.
- (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 apartments will be adjacent to a delineated wetland area which will be protected. The apartment development will manage and maintain landscaped areas and open space areas.
- (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.



- (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 site setbacks are compatible with what has already been approved within the Chelsea Park PUD. Building footprints have changed only slightly with the proposed new buildings.
- (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 sidewalks and the proposed walking paths are separated from the roadways and are designed to minimize pedestrian/vehicular conflict.
- (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 the application proposes consistent landscaping as required by the Zoning Ordinance and maintains a previously approved development configuration and spacing.
- (i) The development consolidates and maximizes useable open space;
- Finding: The Planning Commission finds that the standard HAS BEEN MET because the application recognizes a large protected wetland area along the west side of the site. Common areas and activities have also been identified, including gathering areas 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 application requests an amendment to an existing, 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 consistent with the Master Plan designation for this area as high density residential (6-10 units per acre). The planned density for Chelsea Park West in the Chelsea Park PUD is approximately 9.9 units per acre.

**ACTION REQUESTED:**



The purpose of this agenda item is to consider Findings of Fact for the application. Following consideration and Commissioner discussion, the following motion is offered for consideration:

MOTION THAT the Findings of Fact for Application SPR 2000-09-H, submitted by Bennett Donaldson/JB Donaldson Company for an amendment to the Chelsea Park Planned Unit Development, BE ADOPTED.

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

MOTION THAT Application SPR 2000-09-H, submitted by Bennett Donaldson/JB Donaldson Company for an amendment to the Chelsea Park Planned Unit Development, BE RECOMMENDED FOR APPROVAL TO THE TOWNSHIP BOARD.

Any additional information that the Planning Commission determines to be necessary should be added to the above motions.

**Attachments:**

1. 11" x 17" plan set provided by applicant dated July 23, 2019/August 11, 2019



**UTILITIES**

CHARTER TOWNSHIP OF GARFIELD  
 MI, JOHN STYCH, PLANNER  
 3714 W. TRINIDAD DRIVE, TRAVERSE CITY, MI 49684  
 GRAND TRAVERSE COUNTY ROAD COMMISSION  
 MR. BRAD LILLY, MANAGER  
 2714 W. TRINIDAD DRIVE, TRAVERSE CITY, MICHIGAN  
 49684-4488  
 GRAND TRAVERSE COUNTY SEEC OFFICE  
 MR. DAN TORRELL, CEO  
 2714 W. TRINIDAD DRIVE, TRAVERSE CITY, MI 49686  
 GRAND TRAVERSE COUNTY DRAIN COMMISSIONER'S OFFICE  
 MR. STEVE LARGENT, DRAIN COMMISSIONER  
 2714 W. TRINIDAD DRIVE, TRAVERSE CITY, MI 49686  
 GRAND TRAVERSE COUNTY DEPARTMENT OF PUBLIC WORKS (DPW)  
 MR. JOHN KOSOVZOV, ORN & B&M SUPERVISOR  
 2714 W. TRINIDAD DRIVE, TRAVERSE CITY, MICHIGAN  
 49684-4488  
 CONSUMERS ENERGY  
 871 HARTMAN ROAD, TRAVERSE CITY, MICHIGAN  
 49684-5243  
 CHERYLAND ELECTRIC COOPERATIVE  
 P.O. BOX 380, 2800 49TH AVENUE  
 P.O. BOX 380, 2800 49TH AVENUE  
 49437-0387  
 AMERITECH  
 141 EAST STATE STREET, FLORENCE, MICHIGAN  
 49427-0414  
 MICHIGAN CONSOLIDATED GAS CO. (M.C.G.)  
 1011 HARTING ST., TRAVERSE CITY, MICHIGAN  
 49684-5383  
 TRAVERSE CITY LIGHT & POWER  
 P.O. BOX 462, TRAVERSE CITY, MICHIGAN  
 49684-0462  
 CHARTER COMMUNICATION CABLE SYSTEMS  
 701 S. AIRPORT RD., WEST, TRAVERSE CITY, MICHIGAN  
 1-800-545-5084  
 POLICE AGENCIES  
 EMERGENCY CALLS: 911  
 - 841-3700  
 - 844-4548  
 MICHIGAN STATE POLICE  
 GRAND TRAVERSE CO. 36907P  
 - 841-1225  
 FIRE DEPARTMENTS  
 EMERGENCY CALLS: 911  
 - 841-2240  
 GRAND TRAVERSE CITY  
 - 841-1228  
 AMBULANCE  
 EMERGENCY CALLS: 911  
 - 180-442-7171  
 MISS DIO

# PUD AMENDMENT APPLICATION

## "CHELSEA PARK WEST"

### GARFIELD TOWNSHIP, GRAND TRAVERSE CO. MICHIGAN

SECTION 21, TOWN 27 NORTH, RANGE 11 WEST



## DEVELOPMENT NAME: "CHELSEA PARK WEST"

**DEVELOPER:**  
 JB DONALDSON COMPANY  
 BENNETT DONALDSON  
 37610 HILLS TECH DRIVE  
 FARMINGTON HILLS, MI 48331  
 PHONE: (248) 344-9045

PARCEL ADDRESS: 3380 HARTMAN ROAD, TRAVERSE CITY  
 PARCEL NUMBER: 05-0217060-00



**LOCATION MAP**

**SITE DATA**

PROPERTY APPLICANT:  
 RUSSELL BROAD, MEMBER  
 700 BROAD ROAD, LLC  
 FARMINGTON HILLS, MI 48331  
 PH: 248-344-9045  
 PARCEL ADDRESS: 3380 HARTMAN ROAD, TRAVERSE CITY  
 PARCEL ZONING: A-AGRICULTURAL (UNDER PUD)  
 PARCEL NUMBER: 05-0217060-00

**SHEET INDEX**

- C-0 COVER PAGE
- C-1 VICINITY MAP / ZONING
- C-2 SURVEY PLAN
- C-3 SOILS / WETLANDS / SLOPES
- C-4 OVERALL SITE PLAN / PHASING PLAN
- C-4B OVERALL SITE PLAN / SETBACKS
- C-5 UTILITY PLAN / DRAINAGE PLAN
- C-6 CHELSEA PARK WEST DETAILS
- C-7 LAND USE TABULATIONS / RECREATION PLAN
- C-8 ARCHITECTURAL PLANS
- C-10 LANDSCAPE PLAN
- PH-1 PHOTOMETRICS PLAN

**GENERAL SITE NOTES**

ALL CONSTRUCTION MATERIALS SHALL CONFORM WITH GRAND TRAVERSE COUNTY SPECIFICATIONS FOR CONSTRUCTION.  
 CONSTRUCTION SHALL BE ACCORDING TO THE SPECIFICATIONS.  
 CONSTRUCTION SHALL PROTECT ADJACENT PROPERTIES FROM ACCELERATED EROSION AND SEDIMENTATION AT ALL TIMES DURING CONSTRUCTION.  
 ALL DISTURBED AREAS SHALL BE TOPSOILED, SEED, FERTILIZED AND MULCHED.

**EXISTING UTILITIES CAUTIONS**

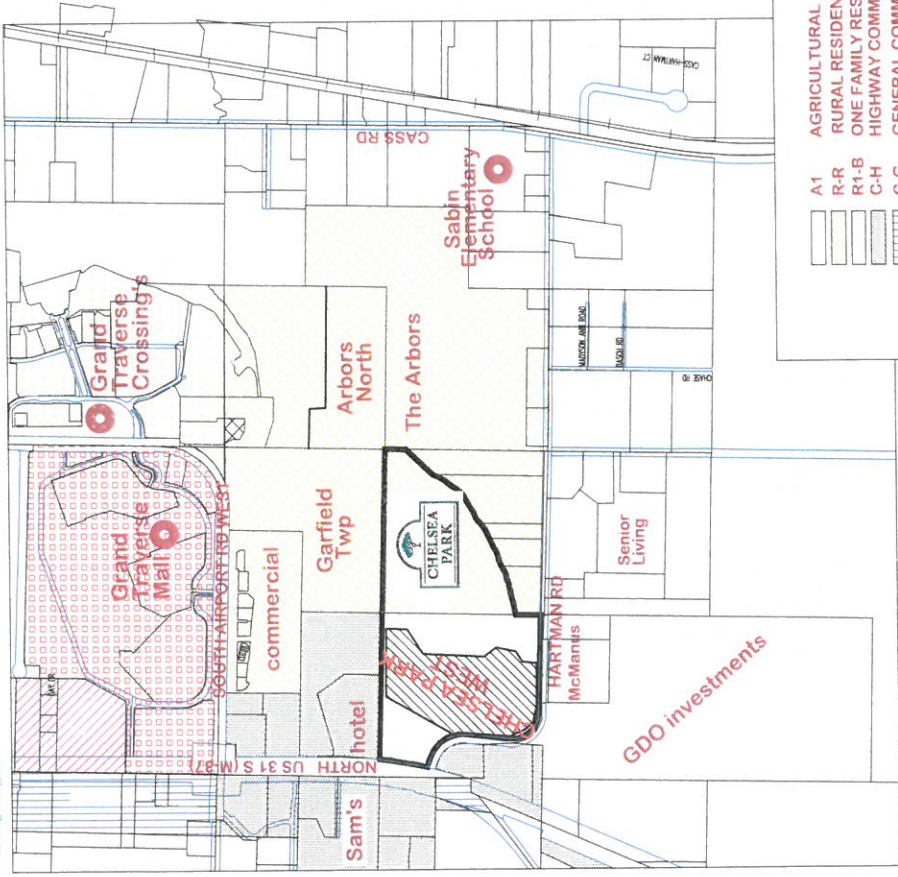
EXISTING PUBLIC UTILITIES AND NON-PAID UNDERGROUND STRUCTURES ARE SHOWN ON THE PLAN. THE INFORMATION SHOWN IS BELIEVED TO BE REASONABLY CORRECT AND COMPLETE. HOWEVER, PRIOR TO THE START OF ANY CONSTRUCTION, THE CONTRACTOR SHALL NOTIFY "MERCURY AND REBERT" THE UTILITY COMPANIES TO MARK THE UTILITIES IN QUESTION.  
 SPECIAL CARE SHALL BE TAKEN IN EXCAVATING IN THIS FOOTING. UTILITIES MARKED BY "MERCURY AND REBERT" PROVIDE PROPER PROTECTION UNDER ANY UNEXCAVATED UTILITY STRUCTURE AND EXCAVATION. CONTRACTOR SHALL PROTECT AND MAINTAIN ALL UTILITIES FROM DAMAGE. ALL UTILITIES ABOVE OR BELOW THE GROUND SURFACE WHICH MAY BE ENCOUNTERED DURING CONSTRUCTION.

Crain Engineering, LLC  
 Engineering, Consulting, & Design  
 7622 Bolt Road  
 Buckley, MI 49620  
 Phone: (231) 947-7255  
 Cell: (231) 632-4207  
 email: crainengineeringllc@gmail.com

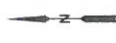
DRAWN BY: WLC  
 DSGN BY: WLC  
 DATE: 06-05-2019  
 REV DATE: 07-23-2019 TYP REVIEW

CHELSEA PARK WEST - COVER SHEET  
 JB DONALDSON COMPANY  
 SECTION 21 - TOWN 27 NORTH - RANGE 11 WEST  
 GARFIELD TWP, GRAND TRAVERSE COUNTY, MICHIGAN

JOB NUMBER:  
**137519**  
 SHEET: **C-0**



A1	AGRICULTURAL
R-R	RURAL RESIDENTIAL
R1-B	ONE FAMILY RESIDENTIAL
C-H	HIGHWAY COMMERCIAL
C-G	GENERAL COMMERCIAL
CP	PLANNED SHOPPING



Crain Engineering, LLC











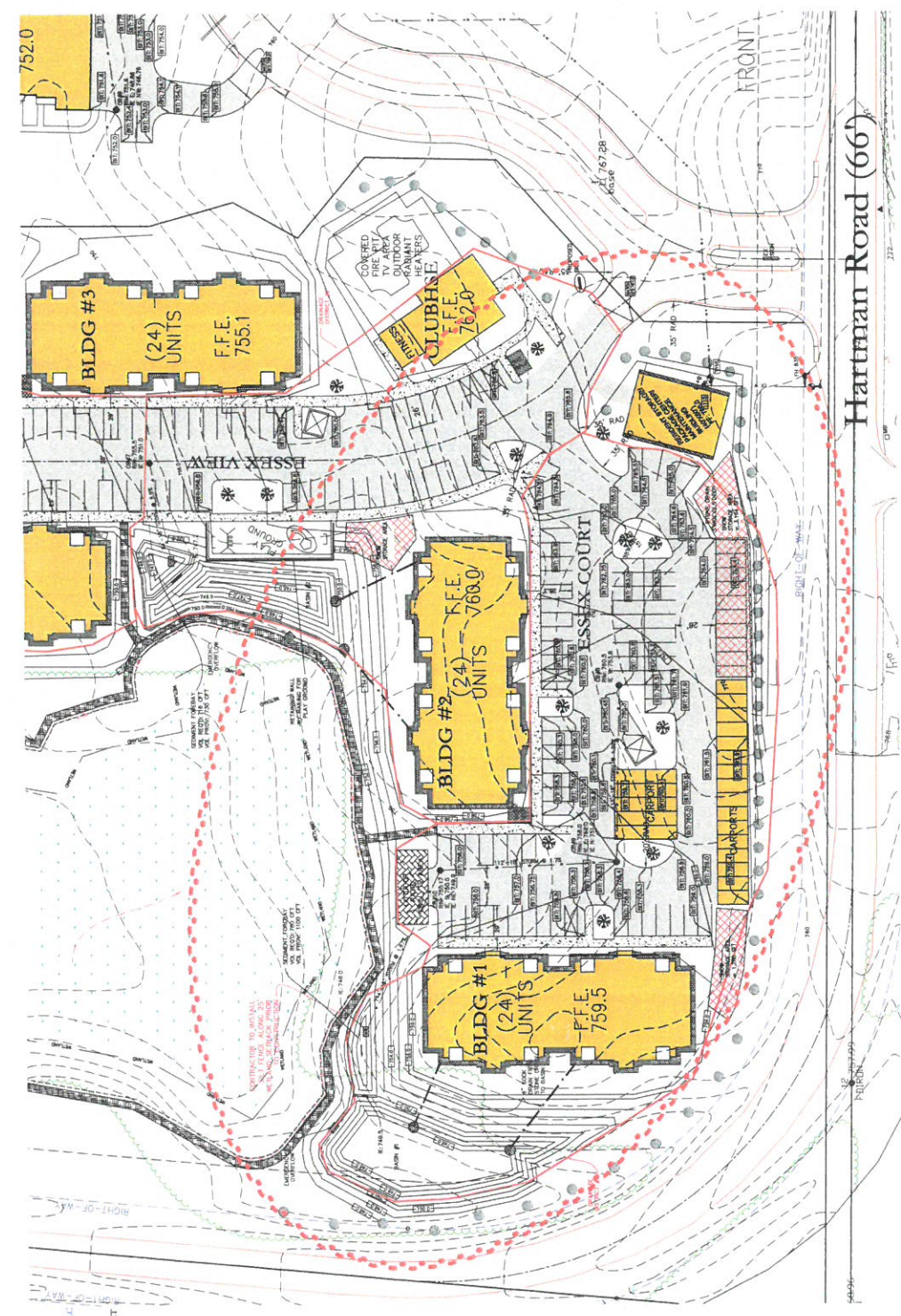
Crain Engineering, LLC  
 7622 Bott Road  
 Buckley, MI 49620  
 Phone: (231) 847-4207  
 Cell: (231) 832-4207  
 email: crainengineeringllc@gmail.com



DRWN BY: W.C.  
 DSON BY: W.C.  
 DATE: 12-6-2018  
 RECD DATE:  
 06-11-2019 TWP REVIEW

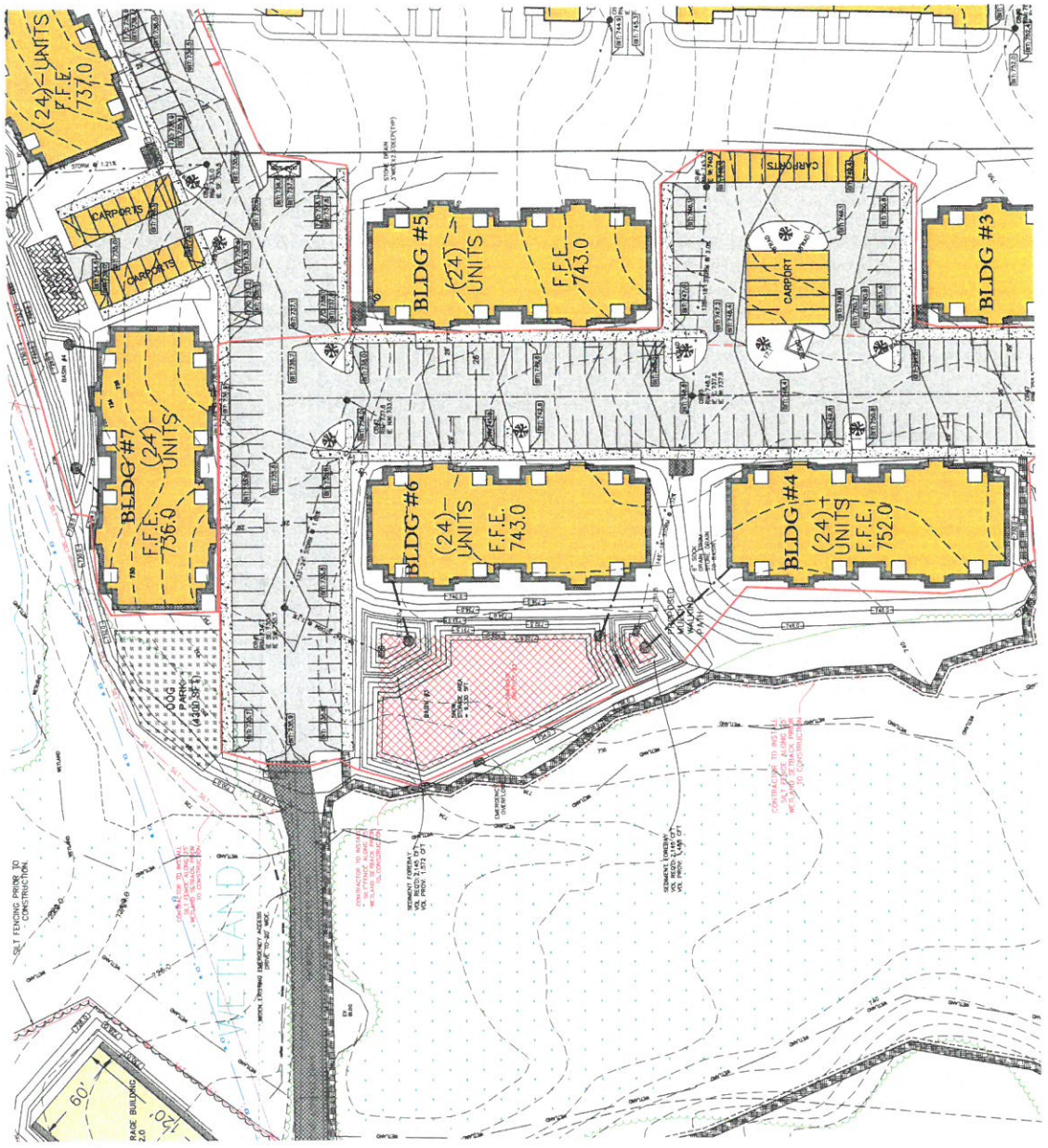
CHELSEA PARK  
 JB DONALDSON  
 SECTION 21 - TOWN Z7 NORTH - RANGE 11 WEST  
 GARFIELD TWP, GRAND TRAVERSE COUNTY, MICHIGAN

JOB NUMBER:  
 197519  
 SHEET C-3a



Crain Engineering, LLC  
 SCALE: 1" = 30' FEET







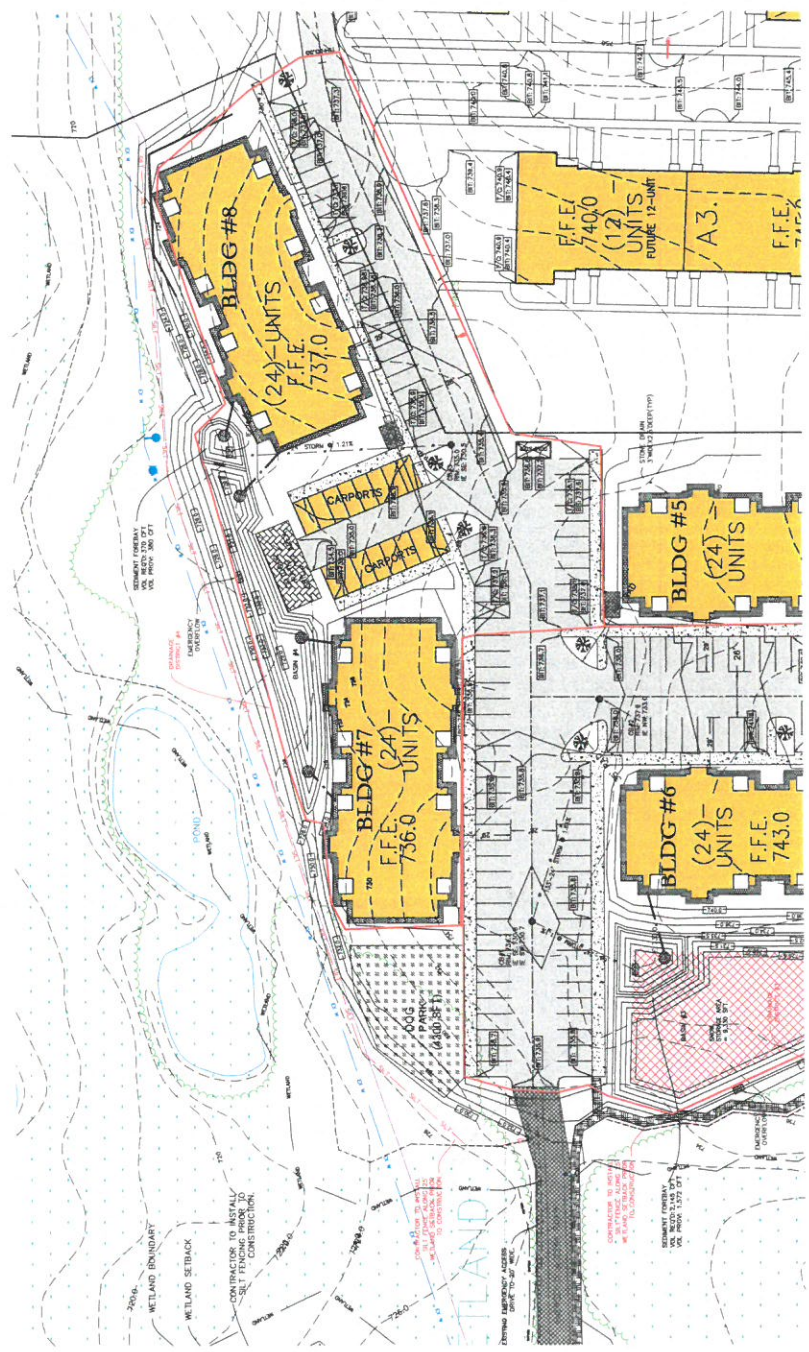
Crain Engineering, LLC  
 7622 Bott Road  
 Buckley, MI 49620  
 Phone: (231) 947-7255  
 Cell: (231) 632-4207  
 email: crainengineeringllc@gmail.com



DRWN BY: WLC  
 DGN BY: WLC  
 DATE: 12-6-2018  
 REV DATE: 06-11-2019 TWP REVIEW

CHLSEA PARK  
 JF DONALDSON  
 SECTION 21 - TOWN 27 NORTH - RANGE 11 WEST  
 GARFIELD TWP, GRAND TRAVERSE COUNTY, MICHIGAN

JOB NUMBER:  
**197519**  
 SHEET: C-3C



Crain Engineering, LLC  
 SCALE: 1" = 30 FEET



























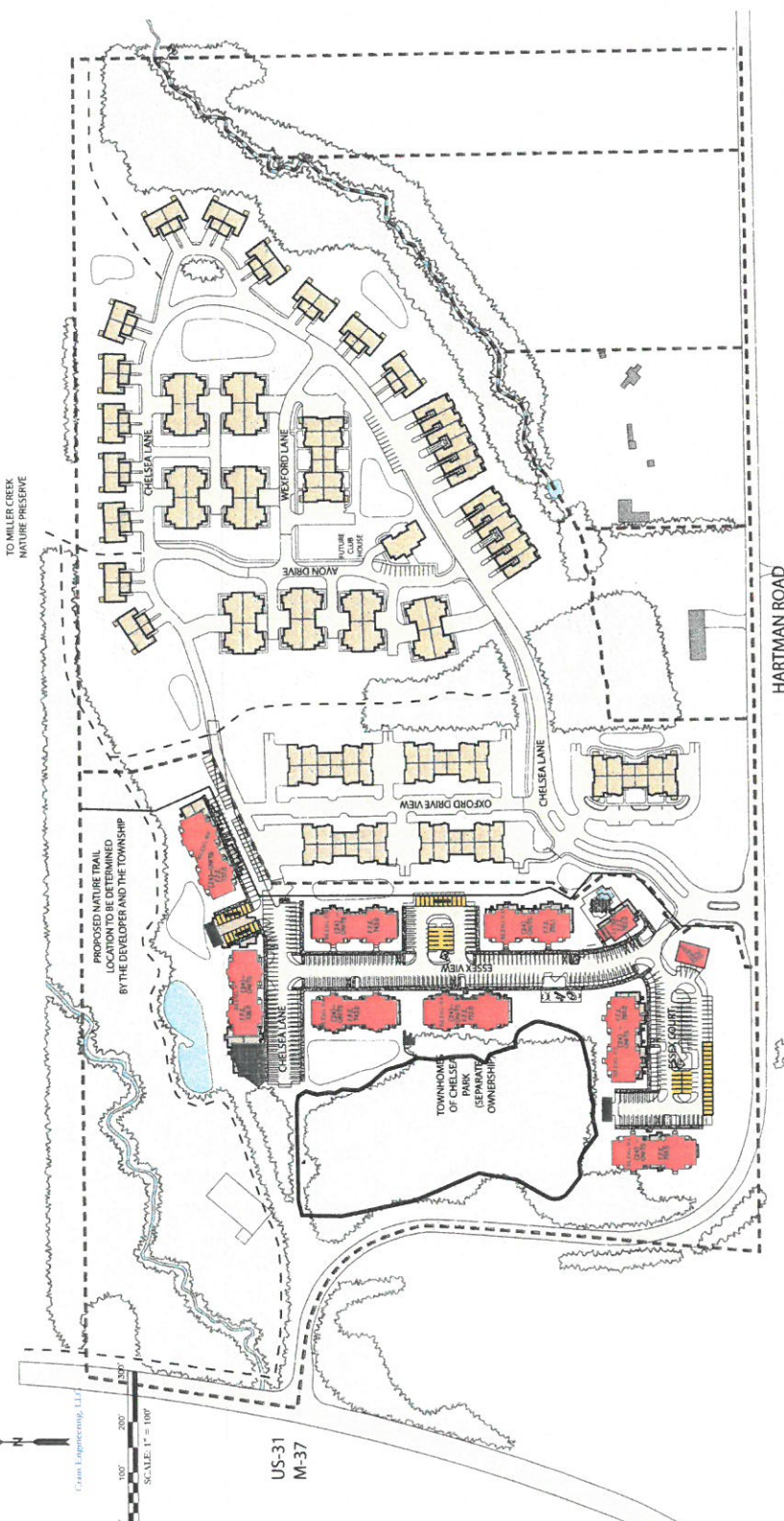
Crain Engineering, LLC  
 7622 Bott Road  
 Buckley, MI 49620  
 Phone: (231) 947-7255  
 Fax: (231) 932-4207  
 email: crainengineeringllc@gmail.com



DRWN BY: DB  
 DESGN BY: MLC  
 DATE: 06-05-2019  
 REV DATE: 07-23-2019 TWP REVIEW

SECTION 21 - TOWN 27 NORTH - RANGE 11 WEST  
 CHELSEA PARK PUD WEST  
 GARFIELD TWP, GRAND TRAVERSE COUNTY, MICHIGAN

JOB NUMBER:  
**137519**  
 SHEET: **C-9**



**PHASING SCHEDULE**

	Total	I	II	III	IV	V*	VI*
Chelsea Park Place	72	12	12	0	0	48	
Chelsea Park Villas	24	12	12	0	0	0	
Chelsea Park Courtyards	32	0	0	12	20	0	
Chelsea Park Manors	26	0	0	4	22	0	
Townhomes of Chelsea Park (separate ownership)	154	24	24	16	42	48	
	172						
	326						

\*Future Clubhouse will be Phase IV

CHELSEA PARK WEST  
 APPROVED DENSITY = 172 UNITS  
 (TOWNHOMES OF CHELSEA PARK)  
 PROPOSED DENSITY = 192 UNITS  
 REQUESTED AN ADDITIONAL 20 UNITS  
 PROPOSED AMENITIES FOR INCREASED DENSITY:  
 COMMUNITY AREAS(3), PLAYGROUND, DOG PARK,  
 WALKING PATH(0.3 MILES), CLUB HOUSE

- LEGEND**
- Water
  - Detention Ponds
  - Pavement / Sidewalk
  - Wooded Area
  - Property Boundary
  - Nature Trails



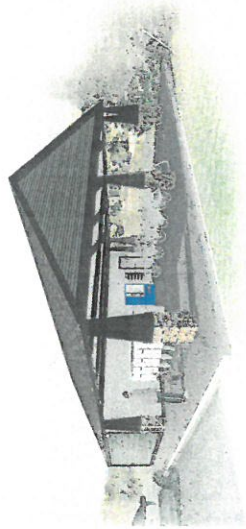
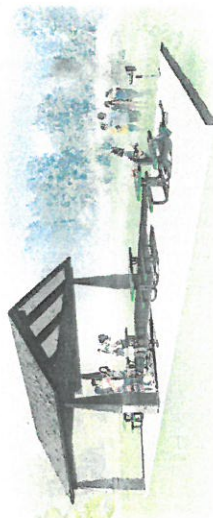
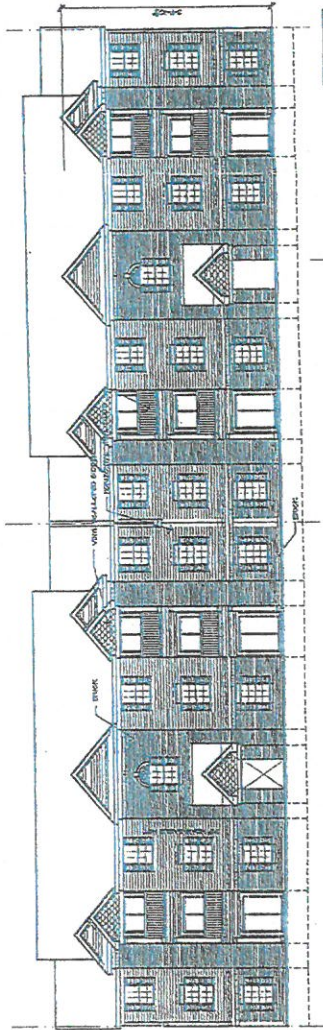
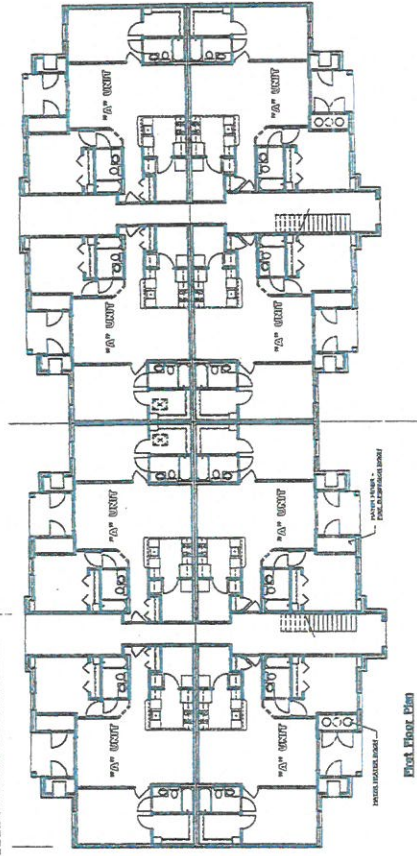
**CHELSEA PARK PUD**  
 GARFIELD TOWNSHIP  
 GRAND TRAVERSE COUNTY, MI

Crain Engineering, LLC

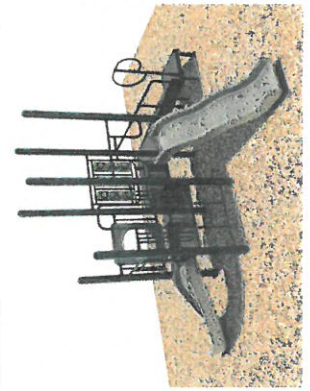
US-31  
 M-37



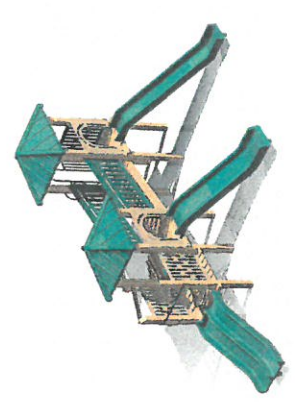








PLAYGROUND PEICES BY WILLY COAT  
HOME & OUTDOOR

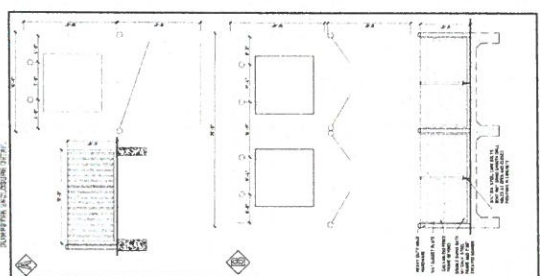


Double Swing Frames

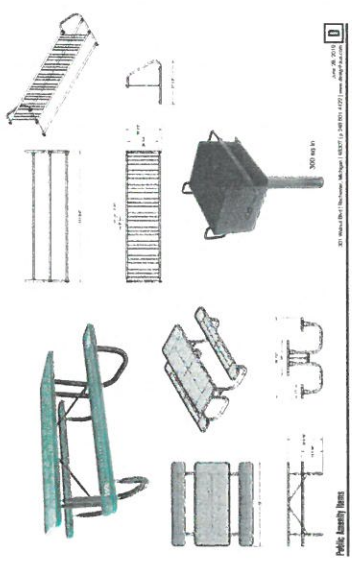


10 Cycle Covered Shelter with 10mm mesh

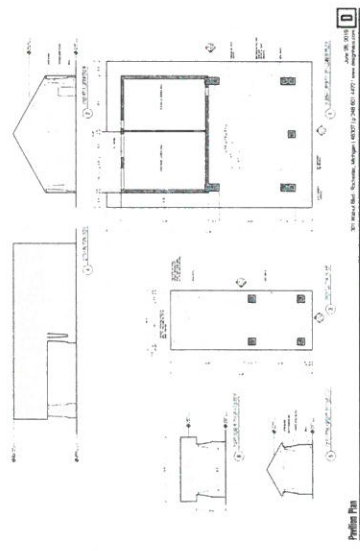
- Our most popular bicycle shelter
- Clear Polycarbonate Sliding Doors, clear walls & roof. To meet customer demand UV damage protection is included in the price.
- Optional powder coated steel finish.
- 10 Cycle Covered Shelter: 11' x 11' x 10' x 10'
- 15 Cycle Covered Shelter: 15' x 11' x 10' x 10'
- 20 Cycle Covered Shelter: 20' x 11' x 10' x 10'
- 25 Cycle Covered Shelter: 25' x 11' x 10' x 10'
- 30 Cycle Covered Shelter: 30' x 11' x 10' x 10'



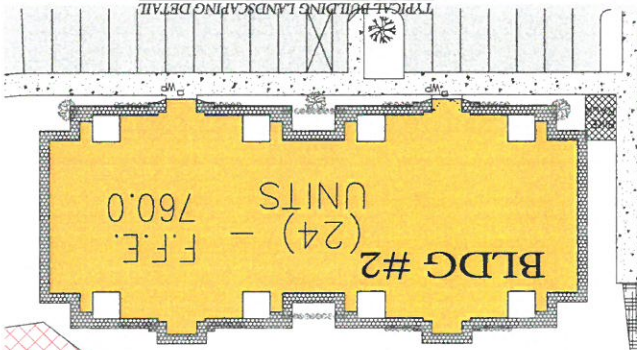
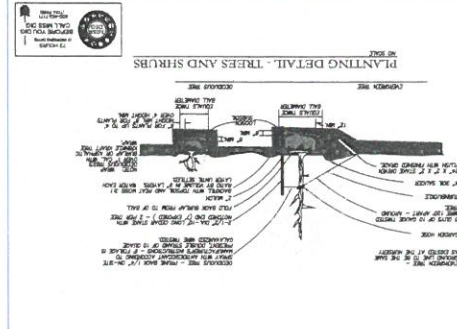
2 REFURB CONTAINER BUILDING



Public Assembly Items



Refurber Container Building



LANDSCAPING LEGEND

- EXISTING ASPHALT
- EXISTING CONCRETE
- EXISTING GRAVEL
- EXISTING GRASS
- EXISTING PAVEMENT
- EXISTING SAND
- EXISTING SOIL
- EXISTING WATER
- EXISTING WOOD
- EXISTING ROCK
- EXISTING CURB
- EXISTING FENCE
- EXISTING SIGN
- EXISTING LIGHT
- EXISTING UTILITY
- EXISTING STRUCTURE
- EXISTING TREE
- EXISTING SHRUB
- EXISTING PLANT
- EXISTING ANIMAL
- EXISTING INSECT
- EXISTING BIRD
- EXISTING MAMMAL
- EXISTING REPTILE
- EXISTING AMPHIBIAN
- EXISTING FISH
- EXISTING MOLLUSK
- EXISTING ARACHNID
- EXISTING NEMATODE
- EXISTING PROTIST
- EXISTING FUNGUS
- EXISTING BACTERIA
- EXISTING VIRUS
- EXISTING PLANKTON
- EXISTING MICROBIAL
- EXISTING CELLULAR
- EXISTING MOLECULAR
- EXISTING ATOMIC
- EXISTING SUBATOMIC
- EXISTING QUANTUM
- EXISTING COSMOS
- EXISTING UNIVERSE
- EXISTING GOD
- EXISTING SPIRIT
- EXISTING SOUL
- EXISTING HEAVEN
- EXISTING HELL
- EXISTING PARADISE
- EXISTING HELL
- EXISTING PURGATORY
- EXISTING LIMBO
- EXISTING ELYSIUM
- EXISTING EREBUS
- EXISTING TARTARUS
- EXISTING COELUM
- EXISTING AETHER
- EXISTING QUINQUESSANCE
- EXISTING PRIMA MATER
- EXISTING SECUNDA MATER
- EXISTING TERTIA MATER
- EXISTING QUARTA MATER
- EXISTING QUINTA MATER
- EXISTING SUBLUNAR
- EXISTING SUPERLUNAR
- EXISTING TERRESTRIAL
- EXISTING CELESTIAL
- EXISTING MUNDANE
- EXISTING DIVINE
- EXISTING SACRED
- EXISTING PROFANE
- EXISTING HOLY
- EXISTING UNHOLY
- EXISTING BLESSED
- EXISTING CURSED
- EXISTING DAMNED
- EXISTING SAVED
- EXISTING LOST
- EXISTING FOUND
- EXISTING KNOWN
- EXISTING UNKNOWN
- EXISTING SEEN
- EXISTING UNSEEN
- EXISTING HEARD
- EXISTING UNHEARD
- EXISTING SMELLED
- EXISTING UNSMELLED
- EXISTING TASTED
- EXISTING UNTASTED
- EXISTING TOUCHED
- EXISTING UNTUCHED
- EXISTING FELT
- EXISTING UNFELT
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- EXISTING UNTUCHED
- EXISTING FELT
- EXISTING UNFELT
- EXISTING THOUGHT
- EXISTING UNTHOUGHT







CHelsea PARK WEST - TRAVERSE CITY, MI  
 SITE LIGHTING PHOTO-METRIC PLAN  
 PREPARED FOR DESIGNERS  
 GASSER BUSH ASSOCIATES  
 WWW.GASSERBUSH.COM

Designer: GBA  
 Date: 11/15/13  
 Made: 11/15/13  
 File to Create: 413-13-03-01  
 1 of 1

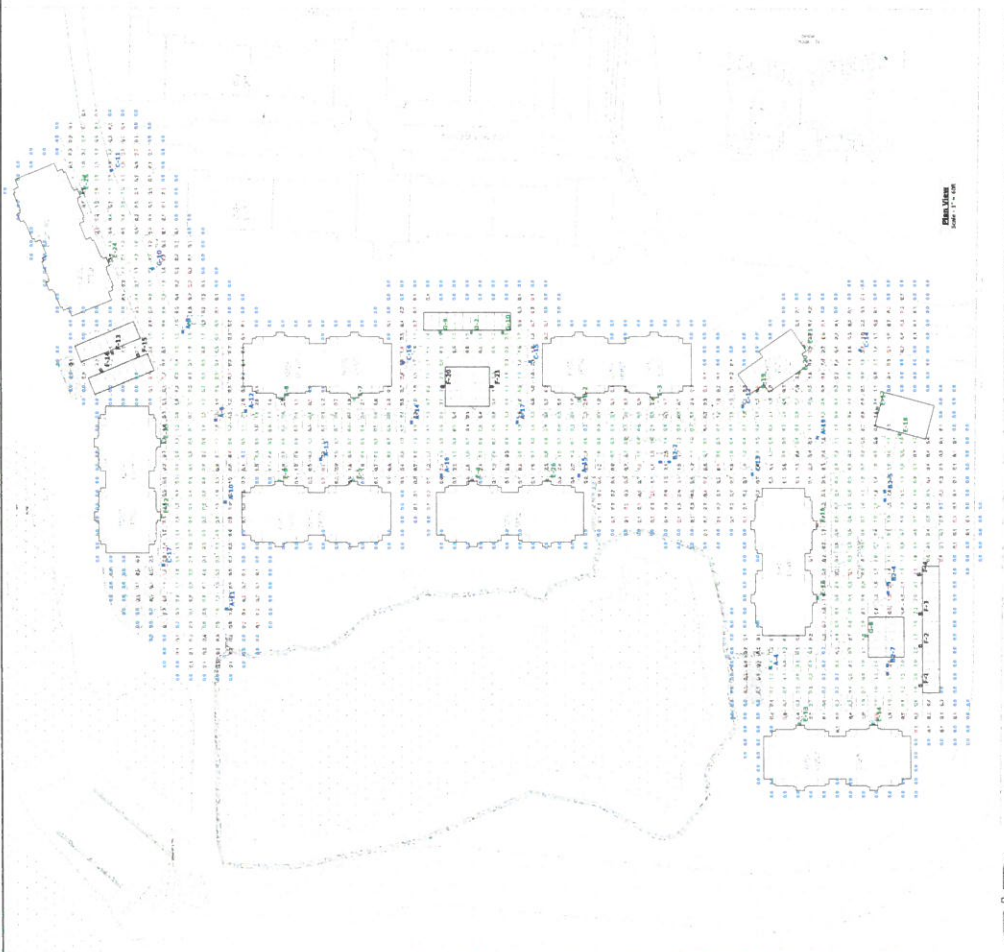
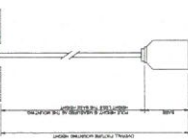


Photo-Metric  
 1/15/13

No.	Label	Symbol	Qty	Description	Wattage
1	A	□	13	100W LED 1' x 2' 0"	100
2	B	□	4	100W LED 1' x 2' 0"	100
3	C	□	9	100W LED 1' x 2' 0"	100
4	D	□	25	100W LED 1' x 2' 0"	100
5	E	□	9	100W LED 1' x 2' 0"	100
6	F	□	9	100W LED 1' x 2' 0"	100
7	G	□	9	100W LED 1' x 2' 0"	100



Photometric Diagram

1. SEE SCHEDULE FOR LUMINAIRE MOUNTING HEIGHT.  
 2. CALCULATIONS ARE SHOWN IN FOOT-CANDELS AT GRADE.  
 3. THE ENGINEER AND/OR ARCHITECT MUST DETERMINE APPLICABILITY OF THE LAYOUT TO EXISTING / FUTURE FIELD CONDITIONS. THIS LIGHTING LAYOUT REPRESENTS ILLUMINATION LEVELS CALCULATED FROM LABORATORY DATA TAKEN UNDER IDEAL CONDITIONS. THE ACTUAL PERFORMANCE OF ANY MANUFACTURER'S LUMINAIRE MAY VARY DUE TO VARIATION IN ELECTRICAL VOLTAGE, TOLERANCE IN LAMPS, AND OTHER VARIABLE FIELD CONDITIONS. MOUNTING HEIGHTS INDICATED ARE FROM GRADE AND/OR FLOOR UP.

THESE LIGHTING CALCULATIONS ARE NOT A SUBSTITUTE FOR INDEPENDENT ENGINEERING ANALYSIS OF LIGHTING SYSTEMS. THE ENGINEER AND/OR ARCHITECT IS RESPONSIBLE TO REVIEW FOR ILLUMINATION ENERGY CODE AND LIGHTING QUALITY COMPLIANCE.

WHEREAS DESIGNER'S PROJECT GOVERNMENT WITH LIGHTING CONTROLS REQUIREMENTS, REFERRED TO IN ASHRAE 90.1 2013, FOR SPECIFIC INFORMATION, CONTACT GBA CONSULTING GROUP AT 413-266-6705 OR WWW.GBA-CONSULTING.COM

GENERAL NOTE

Description	Symbol	Avg	Min	Max	Avg/Min	Min	Avg/Max
CHZ_Zone #1	□	0.57	0.26	1.37	N/A	0.0	0.21
PARKING & DRIVE AREAS	□	0.26	0.26	4.61	4.61	0.0	0.31

**D-Series Size 0 LED Area Luminaire**

Product description and technical specifications for the D-Series Size 0 LED Area Luminaire, including dimensions, mounting options, and performance metrics.

**D-Series Size 1 LED Wall Luminaire**

Product description and technical specifications for the D-Series Size 1 LED Wall Luminaire, including dimensions, mounting options, and performance metrics.


**Photometric Diagram**

Photometric diagram showing the beam spread and foot-candle distribution for the luminaire, used for site lighting calculations.

**Luminaire Locations**

No.	Label	Symbol	Qty	Description	Wattage
1	A	□	13	100W LED 1' x 2' 0"	100
2	B	□	4	100W LED 1' x 2' 0"	100
3	C	□	9	100W LED 1' x 2' 0"	100
4	D	□	25	100W LED 1' x 2' 0"	100
5	E	□	9	100W LED 1' x 2' 0"	100
6	F	□	9	100W LED 1' x 2' 0"	100
7	G	□	9	100W LED 1' x 2' 0"	100



 <b>Charter Township of Garfield</b> <b>Planning Department Report No. 2019-122</b>			
Prepared:	September 4, 2019	Pages:	4
Meeting:	September 11, 2019 Planning Commission	Attachments:	<input type="checkbox"/>
Subject:	SPR 2019-04 Harris Hills Site Condominium – Update		
File No.	SPR 2019-04	Parcel No.	05-007-021-00
Owner:	Tim and Lisa Schaub		
Agent:	Jesse Mitchell, Bob Mitchell & Associates		

**BACKGROUND:**

This site is located on two parcels at the southwest corner of Lone Tree and Harris Roads. These two parcels are zoned R-2 – Two-Family Residential and were rezoned from A – Agricultural in June 2019. The initial intention of the applicant was to develop both parcels as a site condominium with municipal water and sewer, but now their intention is to develop the northern parcel as a separate site condominium with 16 single-family homes on individual wells and septic systems. The project was introduced at the August 14, 2019 Planning Commission meeting but was tabled pending resolution of several items.

**SUBJECT PROPERTY:**

The subject property is highlighted below. The aerial imagery is from 2017 and shows significant tree cover which has since largely been removed.

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





*Zoomed-in aerial view of subject property (highlighted in yellow):*



**STAFF COMMENT:**

Staff has reviewed the information submitted for this site along with the Township Engineer, Township Attorney, and other outside agencies including the Grand Traverse County Health Department. This review includes the following preliminary findings:

- The State of Michigan has a requirement for new developments to connect to an “available public sanitary sewer system” defined as being within 200 feet at the nearest point from a structure in which sanitary sewer originates (Public Health Code Act 368 of 1978, as amended).
- In the opinion of the Township Engineer, splitting of this project into two (2) phases or two (2) site condominium is an attempt to circumvent requirements and avoid costs to provide the extension of public water and sewer infrastructure to serve this development.
- Individual wells would still need approval from the Grand Traverse County Health Department. The functionality of wells depends on the local geology. According to the Health Department, it appears that most wells in the area are about 260 feet deep. These wells may be dug to avoid nitrates in shallower water, but water from deeper wells can also have issues with minerals and overall water quality. A test well is needed which would need to meet all required drinking water parameters in order for the Health Department to grant approval.
- Individual septic systems would also still need approval from the County Health Department, and their functionality depends on the local soils. According to the Health Department, the soils in

the area consist of Emmet Sandy Loam which can be challenging and usually requires over-excavation and back-filling with clean sand.

- The failure of individual wells and septic systems would necessitate future connection to public water and sewer. This would create an additional future cost to homeowners since retroactive connections are more expensive than connections at initial construction.
- The Lone Tree PUD west of Harris Hills has available water and sewer, and there is also a public water line to the east. These systems are not only readily available to serve this site, but also were built with the capacity to anticipate service to the entire area including this site. Connecting all of the sites in the service area creates more efficient utility systems, which will have long-term benefits for the Township.
- The Future Land Use Plan of the Garfield Township Master Plan identifies this area as Moderate Density Residential, 3-6 units per acre. The description for this Future Land Use designation describes its intent and goals, which include that the area is meant “to facilitate the efficient provision of infrastructure.” This language is also used within the Zoning Plan section of the Master Plan.
- The Harris Hills site was recently rezoned to R-2 Two-Family Residential to reflect the zoning district which corresponds to the Moderate Density Residential designation, as described in the Zoning Plan.
- Harris Hills will be developed as a site condominium. Section 429 G. of the Township Zoning Ordinance describes the review criteria for site condominiums. Specifically, the criteria in subsection (8) require the plan to be consistent with the intent and purpose of zoning as follows:
  - To promote public health, safety, and general welfare;
  - To reduce hazards to life and property;
  - To facilitate adequate provisions for a system of transportation, sewage disposal, safe and adequate water supply ... and other public requirements;
  - To conserve the expenditure of funds for public improvements and services to conform with the most advantageous uses of land, resources and properties

The development as currently proposed may not meet these requirements by creating additional future costs to homeowners and to the Township.



**ACTION REQUESTED:**

Staff continues to evaluate the proposed site condominium; however the application is acceptable for consideration of scheduling it for public hearing for the Planning Commission's October 9, 2019 Regular Meeting. If the Planning Commission is prepared to schedule the application for public hearing, the following motion is suggested:

MOTION THAT application SPR 2019-04, submitted by Jesse E. Mitchell for a site condominium development at Parcel #05-007-021-00 BE SCHEDULED for public hearing for the October 9, 2019 Regular Meeting of the Planning Commission.

Any additional information that the Commissioners deem necessary should be added to this motion.

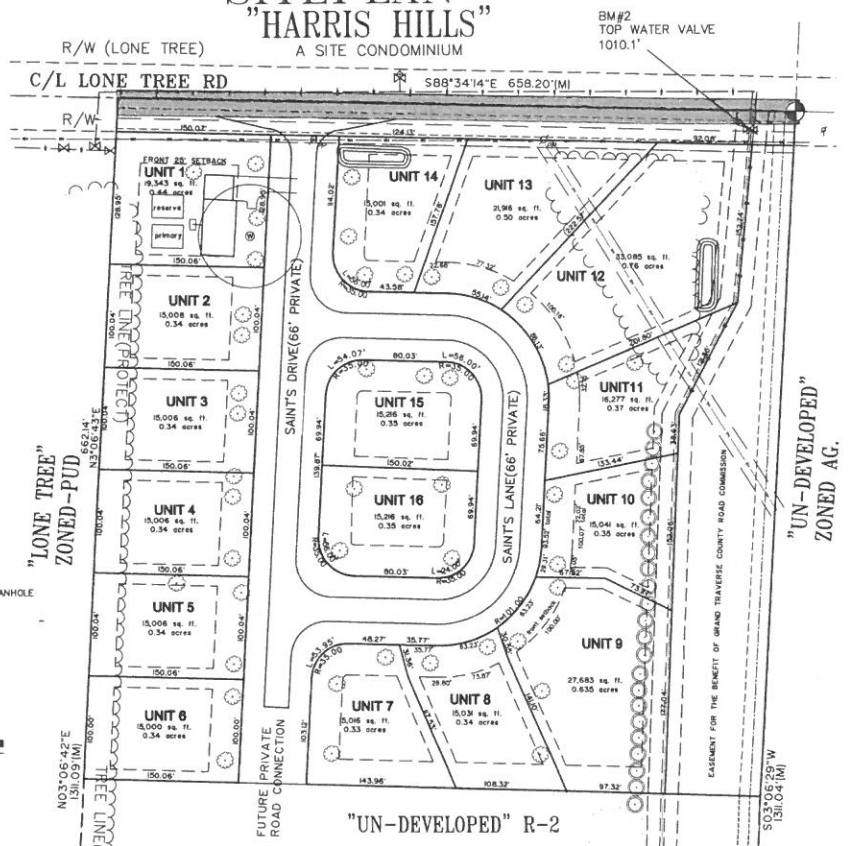
**Attachment:**

1. Site condominium plan for Harris Hills

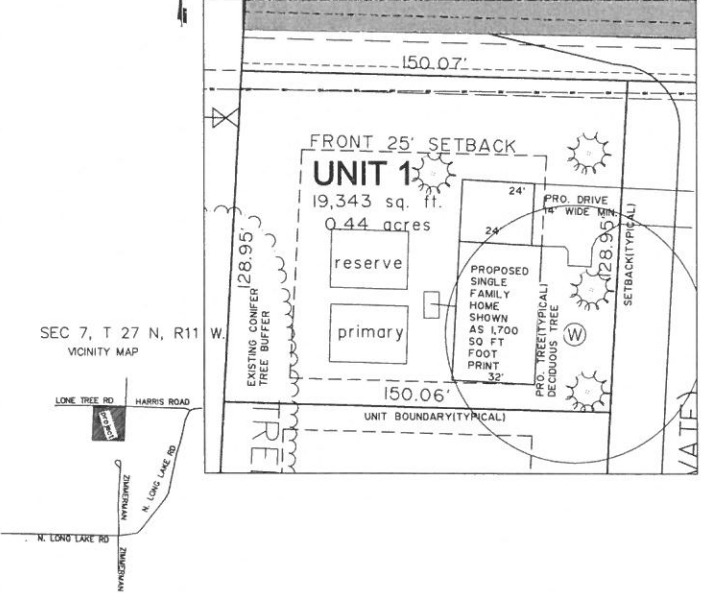
**PLAN LEGEND**

- EXISTING**
- PROPERTY LINE
  - RIGHT-OF-WAY
  - - - EASEMENT
  - - - SETBACK
  - - - WATER MAIN
  - - - OVERHEAD ELECTRIC
  - - - TELEPHONE LINE
  - - - ELECTRIC LINE
  - - - FENCE LINE
  - IRON SET
  - IRON FOUND
  - ⊙ MONUMENT SET
  - ⊙ MONUMENT FOUND
  - △ NAIL SET
  - △ NAIL FOUND
  - ⊕ BENCH MARK (BM)
  - ⊕ CATCH BASIN
  - ⊕ POLE, POWER/ELECTRIC
  - ⊕ HYDRANT
  - ⊕ WATER VALVE
  - ⊕ WATER WELL
  - ⊕ GUY WIRE
  - ⊕ ELECTRIC BOX
  - ⊕ TELEPHONE RISER
  - ⊕ SIGN
  - ⊕ MAIL BOX
  - ⊕ LIGHT POLE
  - ⊕ PROPOSED TREES
- CONSTRUCTION**
- ⊕ PROPOSED/EXISTING SANITARY MANHOLE
  - ⊕ EXISTING TREES/FOREST
  - ⊕ PROPOSED/EXISTING ASPHALT
- GRAPHIC SCALE**
- 1" = 80' (IN FIELD)  
 1" = 160' (ON PRINT)  
 1 FT. INTERVAL CONTOURS  
 DATUM-NAD 86

**SITE PLAN**  
**"HARRIS HILLS"**  
 A SITE CONDOMINIUM



**DETAILS**  
**TYPICAL UNIT**  
**"HARRIS HILLS"**  
 A SITE CONDOMINIUM



**SUBJECT PARCEL LEGAL DESCRIPTION:**

Lands situated in the Township of Garfield, County of Grand Traverse, State of Michigan, described as:

**Parcel 1:**

Part of the Southeast 1/4 of Section 7, Town 27 North, Range 11 West, Garfield Township, Grand Traverse County, Michigan, described as: Beginning at the East 1/4 corner of Section 7; thence South 02°11'29" West along the East line of said section a distance of 662.08 feet; thence North 89°29'32" West a distance of 658.25 feet to a point on the East 1/16 line of said section; thence North 02°11'43" East along said East 1/16 line a distance of 662.14 feet to the East-West 1/4 line of said section; thence South 89°29'33" East along said East-West 1/4 line a distance of 658.20 feet to the Point of Beginning. Contains 10.00 ac


- PROJECT NOTES:**
- ALL REQUIRED PERMITS FROM TOWNSHIP, COUNTY, & STATE SHALL BE OBTAINED AND COMPLIED WITH.
  - TOWNSHIP AND COUNTY REVIEW OF STORMWATER, SITE GRADING & RESTORATION, PUBLIC ROAD CONNECTIONS ARE CURRENTLY IN PROCESS.
  - EXTERIOR LIGHTING WILL LIMITED TO ALLOWED LIGHTING FIXTURES, CONSISTENT WITH TOWNSHIP ORDINANCE FOR EACH UNIT.
  - TRASH REMOVAL SHALL BE SINGLE DWELLING TRASH RECEPTACLES.
- TYPICAL UNIT:**
- SINGLE FAMILY
  - 1,300 SQ MINIMUM
  - W/ ATTACHED GARAGE 24' WIDE
  - MINIMUM TREE PLANTING IS 4 TREES PRE UNIT.
  - PAVED/CONCRETE DRIVEWAY
  - MAXIMUM HEIGHT OF STRUCTURE IS 35 FEET
  - SETBACKS: FRONT-30', SIDE- 10', REAR- 25'
  - UTILITIES: ONSITE SEPTIC AND PRIVATE WELL, ELECTRIC- UNDERGROUND CO-OP, GAS- UNDERGROUND CO-OP, PHONE- UNDERGROUND
- PROPOSED FINISH FLOOR ELEVATION FOR EACH HOME SHALL BE WITHIN 10 FEET OF EXISTING GRADE.**
- ID#03-007-021-00**  
**NB 1/4 SEC 7, T27N, R11W.**  
**PROJECT AREA 10.00 ACRES**  
**16 UNITS PROPOSED**  
**MINIMUM AREA 12,000 SQ FT**

**BOB MITCHELL & ASSOCIATES**  
 PLANNING • ENGINEERING • SURVEYING • MANAGEMENT  
 Northwestern Michigan Central Michigan  
 106 N. Main Street 418 North La. Street, Box 105  
 Englewood, MI 49824 Hartsville, MI 49825  
 (269) 283-9483 (269) 538-0872

JOB NO. 20180395

JESSE E. MITCHELL PROFESSIONAL SURVEYOR LICENSE NO. 54433  
 BOB MITCHELL AND ASSOCIATES, INC.  
 404 WEST MAIN STREET  
 KINGSLEY, MICHIGAN 49649

SHEET 1 OF 1

 <b>Charter Township of Garfield</b> <b>Planning Department Report No. 2019-121</b>			
Prepared:	September 3, 2019	Pages:	3
Meeting:	September 11, 2019 Planning Commission	Attachments:	<input checked="" type="checkbox"/>
Subject:	Village at LaFranier Woods Senior Living-Conceptual Review		
Parcel:	05-023-041-00		
Applicant:	RW Properties I, LLC		
Owner:	Louis G. and Marvel R. LaFranier Trust		

**STAFF COMMENT:**

This application is for conceptual review of a proposed Planned Unit Development (PUD) application for a senior housing complex located on the east side of LaFranier Road north of Hammond Road. The subject property is mainly level, open land with clusters of existing trees. 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 with 116 parking spaces.
- Phase 2: Four (4) one-story duplex and eight (8) one-story fourplex independent cottages totaling 40 units with 40 parking spaces.
- Phase 3: One (1) one-story building complex containing 113 assisted living units with 67 parking spaces.
- Phase 4: One (1) three-story building complex containing 116 independent living units with 116 parking spaces.

Based on this configuration, 393 total units are proposed.

*Zoomed-out aerial photo of subject property (current property lines highlighted in blue):*







While the conceptual development is at a higher density in terms of units per acre, the number of persons per household will most likely be smaller as a senior living facility.

*Vehicular Access and Circulation*

The site is proposed to have direct access from LaFranier Road. A main road bisecting the property will serve four development areas. To meet the intent of Section 512 Access Management and Restrictions in the Zoning Ordinance, the development plan should connect the frontage of the subject parcel to the adjacent properties to the north and south. Non-motorized connection to south may also be considered to connect with future development via cross-access easements.

*Pedestrian Access and Circulation:*

Sidewalks have been noted within the development. Additional walking paths in the open space area are recommended as an amenity to residents. Section 522 of the Ordinance states public pathways shall be constructed for all new development, re-developments, and amendments to previously approved site development plans, including substantial additions or improvements to existing buildings with a construction cost of twenty thousand dollars (\$20,000.00) or more within a twelve month period. The type of pathway required shall be determined through the adopted Garfield Township Non-Motorized Plan. According to the Non-Motorized Plan map, LaFranier Road is designated to have sidewalks along the frontage of the subject parcel. Furthermore, a bike path is designated along the eastern edge of the subject parcel. The sidewalk and path could be connected to the proposed sidewalks within the development.

*Vehicular and Parking*

339 total parking spaces are provided. A breakdown of the parking is as follows:

- The independent living apartments and cottages are proposed to have one (1) parking space for each unit.
- The assisted living facility is proposed to have sixty-seven (67) parking spaces which appear to be acceptable.

*Landscaping:*

Any existing trees, if identified, will be able to be credited toward the complete landscaping plan when submitted.

*Water/Sewer:*

While not identified on the plan, it is assumed that the plan will connect to water and sanitary sewer.

*Stormwater:*

A stormwater plan was not provided for this conceptual review, but one will be required as part of the formal plan submittal. It's recommended that the noticeably large stormwater basin in front of Phase 4 of the development be relocated or smaller basins be utilized to reduce the unsightly visual impact of a large basin along the main drive of the development.

**ACTION REQUESTED:**

The conceptual review process is intended to provide an opportunity for dialogue between the Planning Commission and the applicant. No formal action is requested.

**Attachments:**

1. Conceptual site plan provided by applicant dated August 8, 2019

138 W. Lake St., 4th Fl.  
Bloomfield Hills, MI 48302  
Ph: 248.546.5940  
www.progressiveassociates.com  
www.pai.com

PROGRESSIVE NORTH L.L.C.  
138 W. Lake St., 4th Fl.  
P.O. Box 445  
Bloomfield Hills, MI 48302  
Ph: 248.546.5940  
www.progressiveassociates.com

Revised For	Revised / Review
06/01/19	REVIEW
06/06/19	REVISED / REVIEW
06/06/19	REVISED / REVIEW
06/14/19	REVISED / REVIEW
06/15/19	REVISED / REVIEW
06/18/19	REVISED / REVIEW
06/19/19	REVISED / REVIEW
06/01/19	ADDED DEV. PHASE LINES
06/01/19	REVISED / REVIEW
06/01/19	ADDED WALKING PATH
06/12/19	REVISED
06/21/19	REVISED
06/26/19	REVISED
07/10/19	REVISED PER F.D. COMMENTS
07/10/19	REVISED PER SCOTT'S COMMENTS
07/17/19	CONCEPTUAL REVIEW
08/01/19	

Developer: Reenders, Inc.

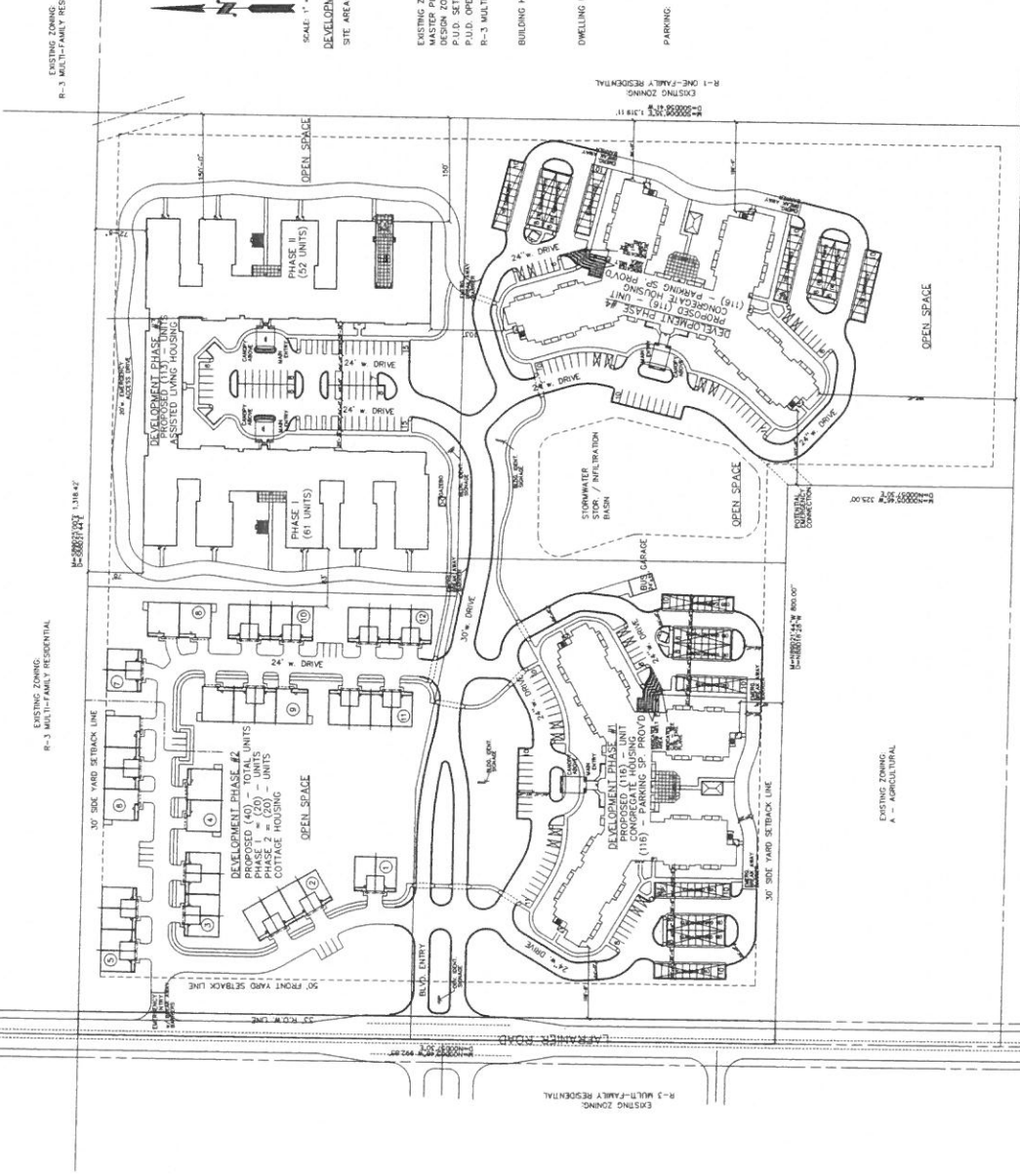
Project:

PROPOSED  
RESIDENTIAL  
DEVELOPMENT  
GABRIEL TWP., MICHIGAN

Site  
CONCEPT  
PLAN

Project Number: 19-110  
Drawn: CI  
Checked: PAJ/N  
Date: 02.21.19  
Sheet Number: SK1

EXISTING ZONING:  
R-3 MULTI-FAMILY RESIDENTIAL



SCALE: 1" = 80'-0"

DEVELOPMENT - SITE DATA:

SITE AREA: 13.94 TOTAL GROSS ACRES / 1,478,409 S.F. TOTAL GROSS 50 FT. SITE AREA  
 1/2 - 33.19 TOTAL NET ACRES / 1,445,422 S.F. TOTAL NET 50 FT. SITE AREA  
 DEVELOPMENT PHASE #1 = 7.98 GROSS ACRES (346,865.93 GROSS SQ. FT. SITE AREA)  
 DEVELOPMENT PHASE #2 = 2.96 GROSS ACRES (128,160.00 GROSS SQ. FT. SITE AREA)  
 DEVELOPMENT PHASE #3 = 8.26 GROSS ACRES (359,192.00 GROSS SQ. FT. SITE AREA)  
 DEVELOPMENT PHASE #4 = 10.63 GROSS ACRES (462,902.33 GROSS SQ. FT. SITE AREA)

EXISTING ZONING: A - AGRICULTURAL

MASTER PLAN FUTURE LAND USE: HIGH DENSITY RESIDENTIAL

DESIGN SPEED: 30 MPH  
 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 SQ. FT. OF SITE AREA PER UNIT = 10.9 UNITS PER NET ACRE  
 4,000 SQ. FT. OF SITE AREA PER UNIT = 361 UNITS ALLOWED

BUILDING HEIGHT:  
 DEVELOPMENT PHASE #1 = (3) STORES / ---  
 DEVELOPMENT PHASE #2 = (1) STORY / ---  
 DEVELOPMENT PHASE #3 = (3) STORES / ---  
 DEVELOPMENT PHASE #4 = (3) STORES / ---

DWELLING UNITS:  
 DEVELOPMENT PHASE #1 = (116) - UNITS TOTAL / SENIOR CONGREGATE RESIDENCE  
 DEVELOPMENT PHASE #2 = (40) - UNITS TOTAL / SENIOR CONGREGATE RESIDENCE  
 DEVELOPMENT PHASE #3 = (113) - UNITS TOTAL / SENIOR ASSISTED RESIDENCE  
 DEVELOPMENT PHASE #4 = (110) - UNITS TOTAL / SENIOR CONGREGATE RESIDENCE

PARKING:  
 DEVELOPMENT PHASE #1 = (116) - UNITS x (1) SPACE PER UNIT  
 DEVELOPMENT PHASE #2 = (40) - UNITS x (1) SPACE PER UNIT  
 DEVELOPMENT PHASE #3 = (113) - UNITS x (3) SPACE PER UNIT  
 DEVELOPMENT PHASE #4 = (110) - UNITS x (1) SPACE PER UNIT

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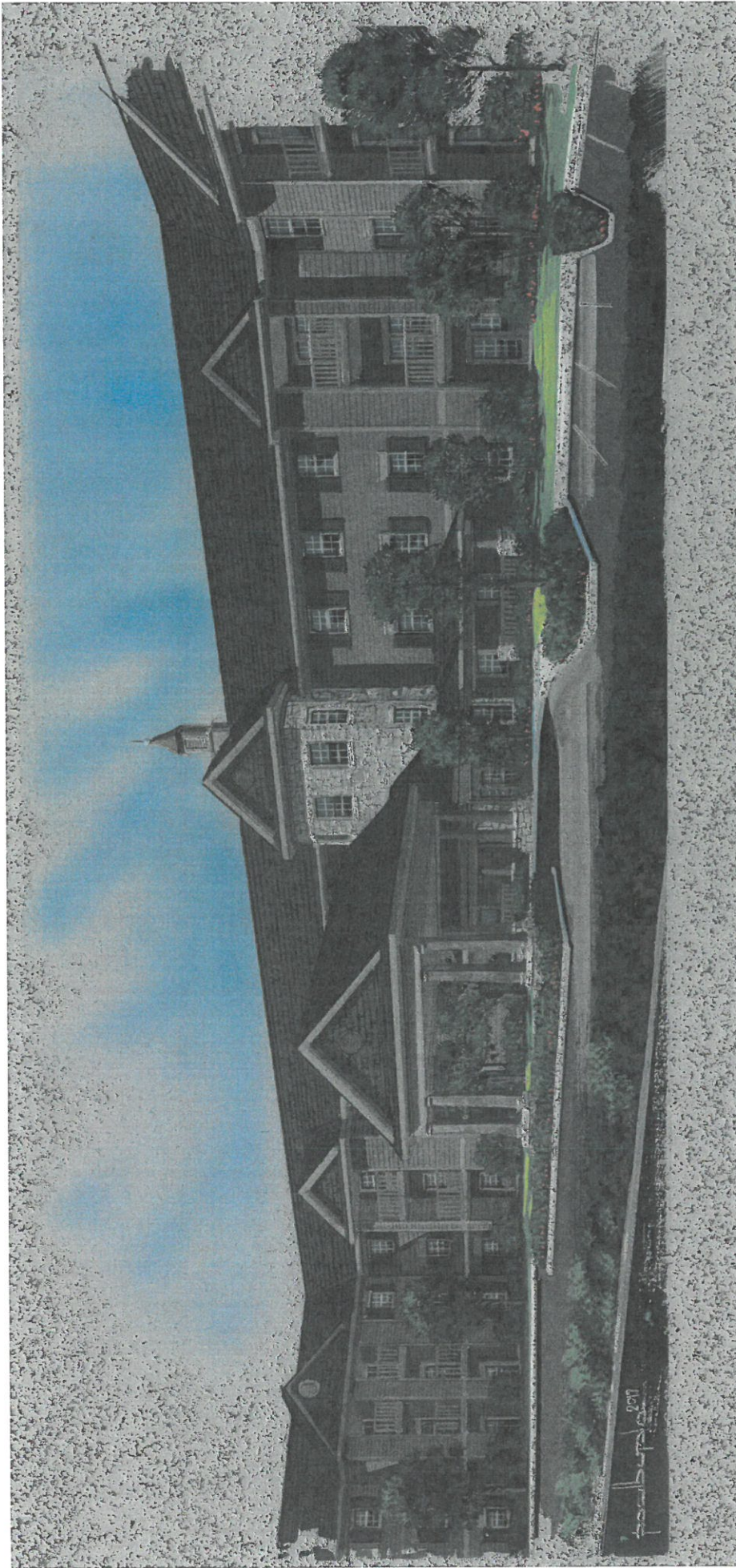
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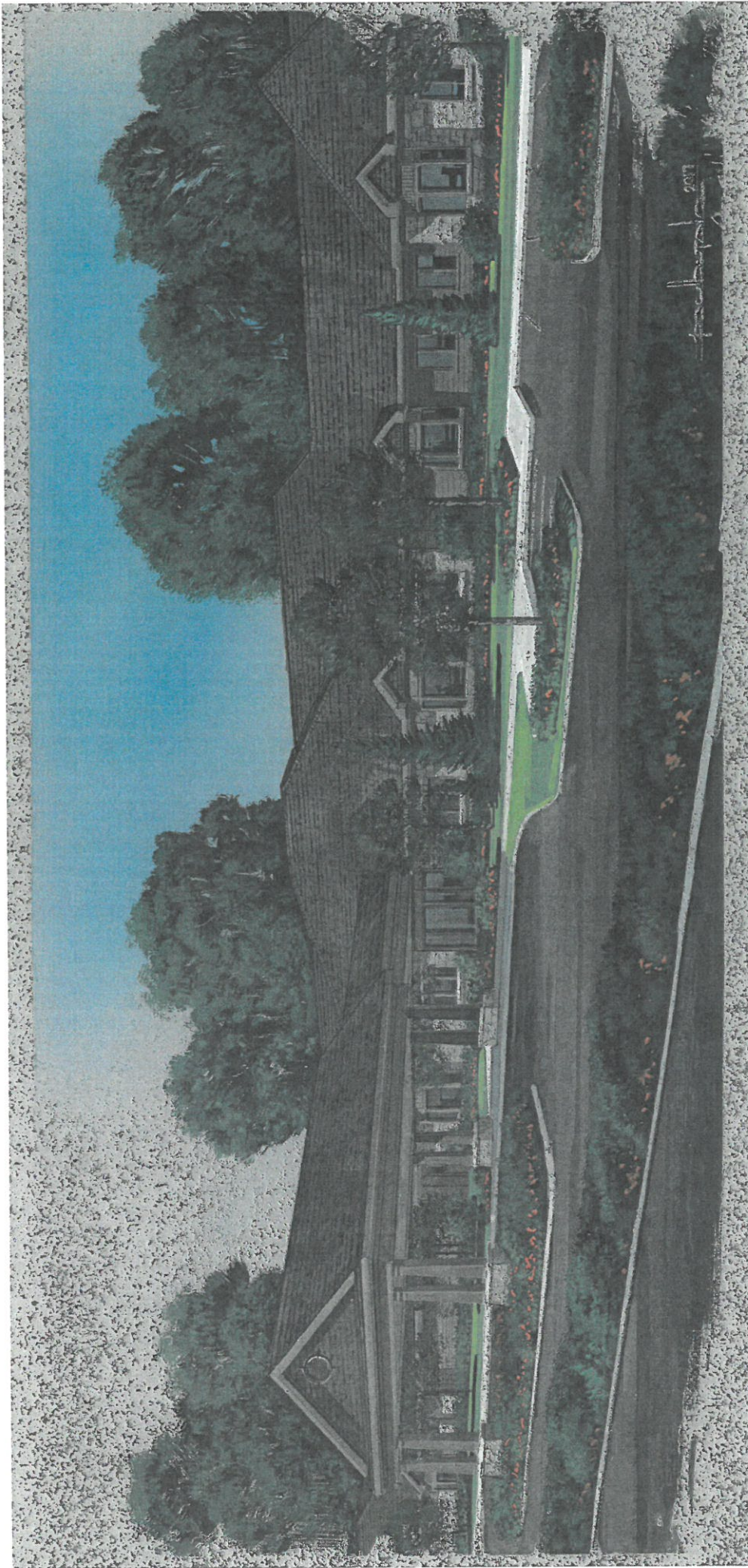
## The Village at LaFranier Woods

Garfield Township, Michigan

developer: REENDERS, Inc.

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





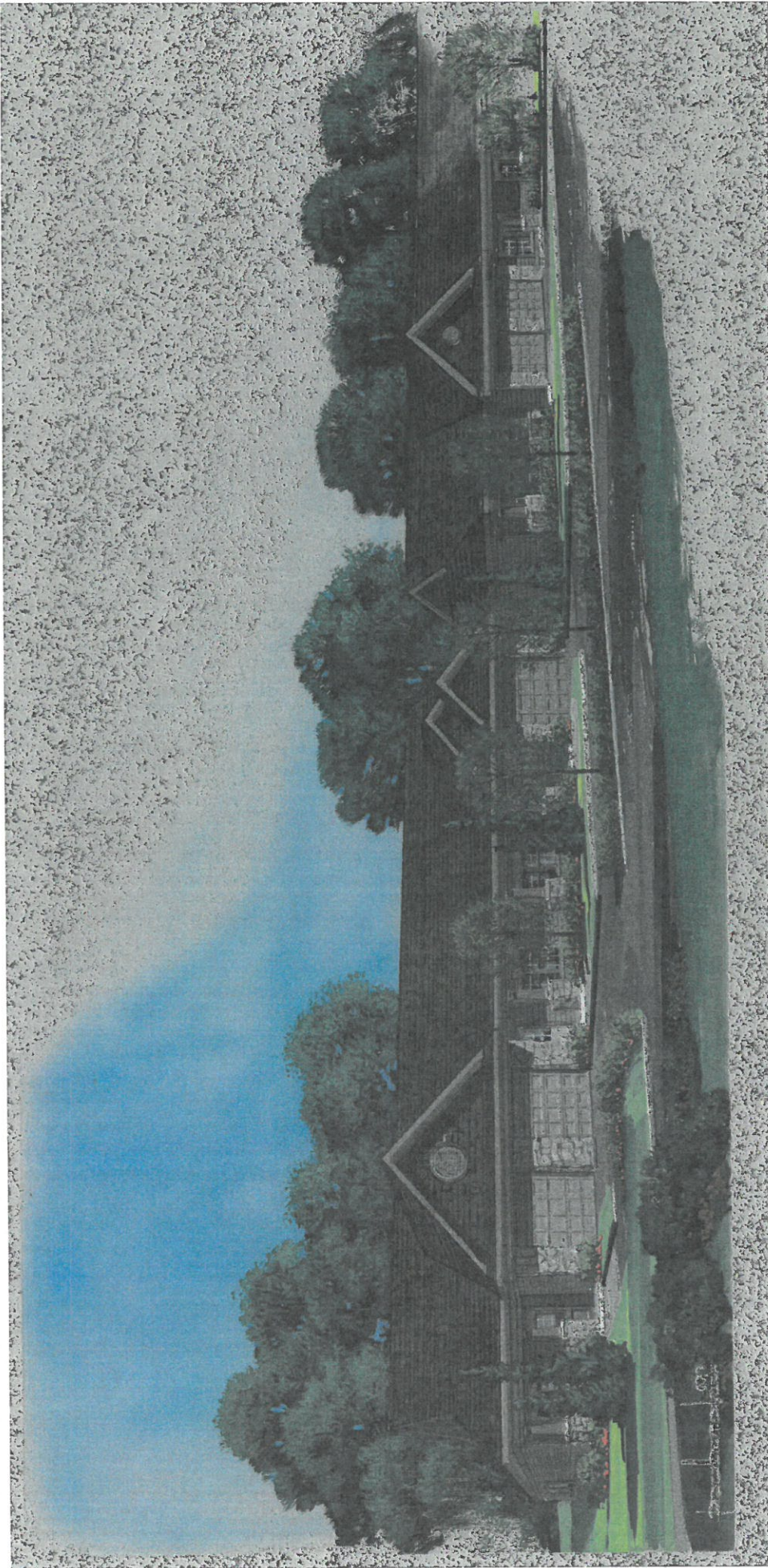
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Garfield Township, Michigan

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838 W. Long Lake Road  
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248-540-5940



 <b>Charter Township of Garfield</b> <b>Planning Department Report No. 2019-120</b>		
Prepared:	September 3, 2019	Pages: 3
Meeting:	September 11, 2019 Planning Commission	Attachments: <input checked="" type="checkbox"/>
Subject:	Springhill Bed & Breakfast Special Use Permit-Introduction	
File No.	SUP-2019-05	Parcel No. 05-025-030-00
Applicant/Owner:	Marco and Joni Marcantoni	
Agent:	Marco and Joni Marcantoni	

**BRIEF OVERVIEW:**

- 296 Springhill Road
- 9.96 acres in area
- Existing single family residence with barn and other accessory buildings
- A Agricultural zoning district

**PURPOSE OF APPLICATION:**

This application requests approval of a Special Use Permit (“SUP”) to use an existing single family residence as a Bed & Breakfast Establishment. Bed & Breakfast Establishments are permitted via SUP in the A Agricultural zoning district.

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



**SITE DESIGN AND ZONING COMPLIANCE OVERVIEW:**

A Bed and Breakfast establishment is a private residence that offers sleeping accommodations to transient tenants, is the innkeeper's residence in which the innkeeper resides while renting the rooms to transient tenants, and serves breakfast at no extra cost to its transient tenants.

Pursuant to Section 714 of the Zoning Ordinance, the following regulations and conditions apply to bed and breakfast establishments:

*(1) The minimum lot size shall be as pursuant to the District minimum for Single Family Dwellings.*

The minimum lot size for the Agricultural District is 43,560 square feet or 1 acre. The subject parcel is 9.96 acres and exceeds the minimum lot size requirement.

*(2) Bed & Breakfast establishments shall not be allowed on lots or parcels, including legal nonconforming lots or parcels, which do not meet the established lot size, requirements for the district in which they are allowed.*

The subject parcel which will house the bed and breakfast establishment meets all the requirements pursuant to the Zoning Ordinance.

*(3) No bed and breakfast establishment shall be located closer than one thousand three hundred sixty feet (1,360) from another bed and breakfast establishment within a residential or agricultural district.*

The closest bed and breakfast establishment is located on Townline Road and is a distance of more than 2,800 feet from the subject parcel.

*(4) One (1) parking space per rental sleeping room plus one (1) per owner occupant shall be provided.*

The bed and breakfast establishment will have one sleeping room. The residence will also be home to three people. Four (4) parking spaces have been provided on the subject parcel which meets the sleeping room and owner occupant requirements.

*(5) One (1) non-illuminated wall sign identifying the establishment not to exceed three (3) square feet in area shall be allowed.*

A bed and breakfast sign will be provided in accordance with this requirement.

*(6) The establishment is located within a residence which is the principal dwelling unit on the property and shall be owner-occupied at all times.*

The single family residence to be used for the bed and breakfast operation will be owner occupied.

*(7) The rental sleeping rooms shall have a minimum size of one hundred (100) square feet for each two (2) occupants with an additional thirty (30) square feet for each occupant to a maximum of four (4) occupants per room.*

Only one bedroom will be designated as a bed and breakfast. The bedroom, which will host two (2) occupants, is 224 square feet plus will have its own bathroom.



*(8) No more than eight (8) occupants shall be accommodated in any single residence at any one time in the A Agriculture District and R-3 Multiple Family Districts and five (5) occupants in all other permitted Districts.*

A maximum of five occupants are planned for the subject residence.

*(9) Use or rental of snowmobiles, all-terrain vehicles or similar vehicles, boats and other marine equipment, in conjunction with the operation of the establishment shall be prohibited.*

No rentals of recreational vehicles are planned for the bed and breakfast establishment.

*(10) Special land use approval shall not be granted if the essential character of the lot or structure in terms of traffic generation or appearance will be changed substantially.*

The subject residence and parcel are that of an 1891 farmhouse and accessory buildings, including a barn. This character lends itself for a bed and breakfast establishment and is not expected to change.

*(11) A site plan shall include a floor plan layout of the proposed structure drawn to a scale of not less than 1" = 16' that shows the specific layout of the proposed facility in accord with the provisions of this Zoning Ordinance.*

A site plan has been provided for the subject parcel and residence that meets the requirements of the Zoning Ordinance.

**ACTION REQUESTED:**

The purpose of the introductory meeting is to accept the application and to identify any concerns that should be addressed prior to holding a public hearing on the application. As such, following an opportunity for applicant presentation and Commissioner discussion, the following motion is offered for consideration:

MOTION THAT application SUP-2019-05 for a Special Use Permit for a bed and breakfast establishment 296 Springhill Road BE SCHEDULED for public hearing for October 9, 2019.

Any additional information that the Planning Commission determines to be necessary should be added to this motion.

**Attachments:**

1. Project Narrative/Impact Statement letter dated September 11, 2019
2. Photos of the subject site
3. Survey dated November 6, 1990
4. Mortgage Report dated April 22, 1991
5. Floor plan for sleeping room
6. Site diagram plan

Marco and Joni Marcantoni  
296 Springhill Road  
Traverse City, MI 49696

September 11, 2019

Garfield Township Planning Commission

Dear Commissioners,

Joni and I purchased our home on Springhill Road in 1992 and we moved in, along with our two young children, in September of 1994. We have enjoyed the 1891 farmhouse and barn (see photos addendum 6) with family and friends and have made many great memories. Over the years, we have worked hard to preserve and improve the property. Our children had a great place to grow up and now are leading their own lives. Our daughter has moved to California to go to college and our son will be purchasing his own home in the next few years.

As future "empty nesters" we would like to share our beautiful property in Garfield Township with guests from across the United States. Hence, the reason why we are requesting a Special Use Permit to open a small Bed and Breakfast in our home. We will be using one guest room as designated on the site plan.

We each have over 40 years of experience in the hospitality industry and we feel that we can provide a great experience to our guests and show them what a wonderful area Garfield Township is to live in. Whether they become future residents or just repeat guests it will have a positive effect on the area.

Thank you for your time and consideration.

Sincerely,

  
Marco and Joni Marcantoni

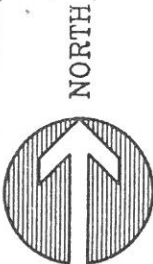






# CERTIFICATE OF SURVEY

PART OF THE SE1/4 OF THE SE1/4 OF SECTION 25,  
T27N, R11W, GARFIELD TOWNSHIP, GRAND TRAVERSE  
COUNTY, MICHIGAN.



- LEGEND**
- ⊙ MONUMENT FND.
  - ⊙ MONUMENT SET
  - IRON FND
  - IRON SET
  - ▲ P.K. FND.
  - ▲ P.K. SET
  - PIPE FND.
  - (R) RECORD
  - (M) MEASURED

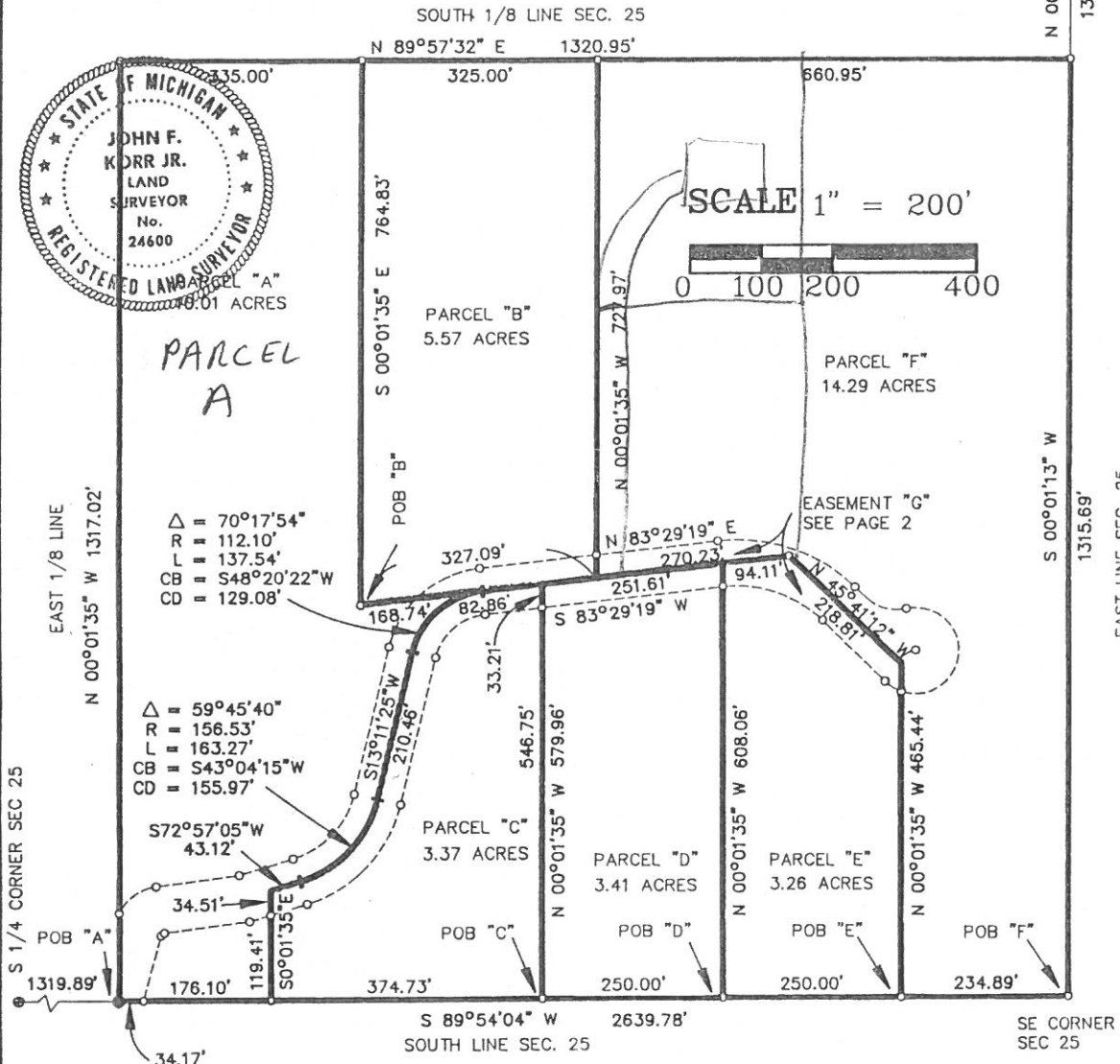
**WITNESSES:**

SE COR. SEC.25-SET IRON BAR  
8" J. PINE N 6° W 26.94' FOUND  
8" J. PINE N 38° E 26.79' FOUND  
10" MAPLE S 34 ° E 76.84' FOUND  
T-IRON S 61 ° E 8.32' FOUND

CENTER POST SEC. 25 R.R. SPIKE FOUND  
CONCRETE MONUMENT NORTH 33.10' FOUND  
N.W. CORNER HOUSE S 9 ° E 129.03'  
P.POLE N 84 ° E 169.36' FOUND  
6" POPLAR N 53 ° W 73.15'

EAST 1/4 CORNER-3/4" IRON BAR  
6" MAPLE S 28 ° E 2.77' FOUND  
14" ASH NORTH 4.15' FOUND  
6" MAPLE N 43 ° E 18.13' FOUND  
8" MAPLE N 55 ° W 24.32' FOUND

S1/4 FOUND IRON & CAP IN MONUMENT BOX;  
12" CHINESE ELM S 5° E 47.97'  
P.POLE N 6° E 46.85'  
IRON & CAP NORTH 32.97'  
N.E. CORNER HOUSE S 40° E 147.53'



REVISED 11-1-90

I, the undersigned, being a Registered Land Surveyor, hereby certify that I have surveyed and mapped the above parcel of land, that the ratio of closure of the adjusted field observations is noted, and within limits and that I have fully complied with the regulations of Act 132, P.A. 1970 as amended. The basis for bearings is: ASSUMED

*John F. Korr Jr.*

Error of Closure is 1' / 28,000

R.L.S. No. **24600**

## Gosling Czubak Associates



**Engineers  
Surveyors**

Gosling Czubak Associates  
525 West Fourteenth  
Traverse City, MI 49684  
616 946-9191

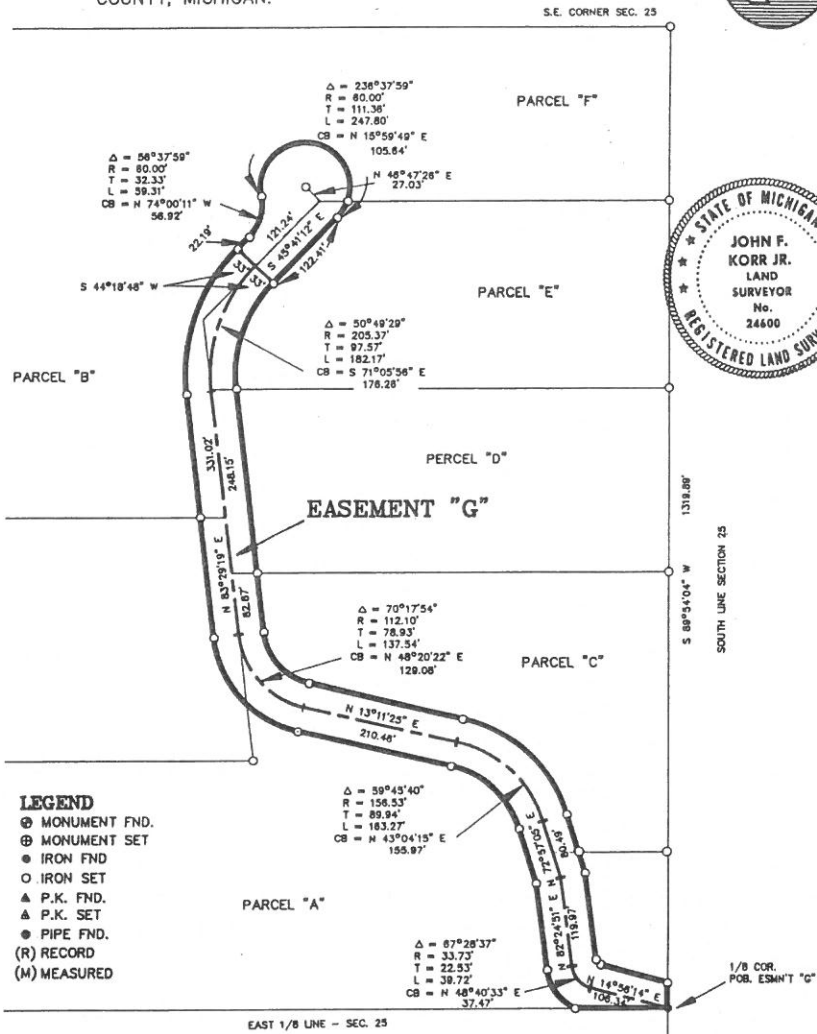
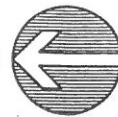
FOR:			
DATE:	7-06-90	SHEET	1 of 5
REV:	11-06-90		
DWN.	WMD	CHK.	FILE NO. 90074.01



# CERTIFICATE OF SURVEY

PART OF THE SE1/4 OF THE SE1/4 OF SECTION 25,  
T27N, R11W, GARFIELD TOWNSHIP, GRAND TRAVERSE  
COUNTY, MICHIGAN.

NORTH



I, the undersigned, being a Registered Land Surveyor, hereby certify that I have surveyed and mapped the above parcel of land, that the ratio of closure of the adjusted field observations is noted, and within limits and that I have fully complied with the regulations of Act 132, P.A. 1970 as amended. The basis for bearings is:

Error of Closure is 1' / \_\_\_\_\_ R.L.S. No. 24600

Gosling Czubak Associates



Engineers  
Surveyors

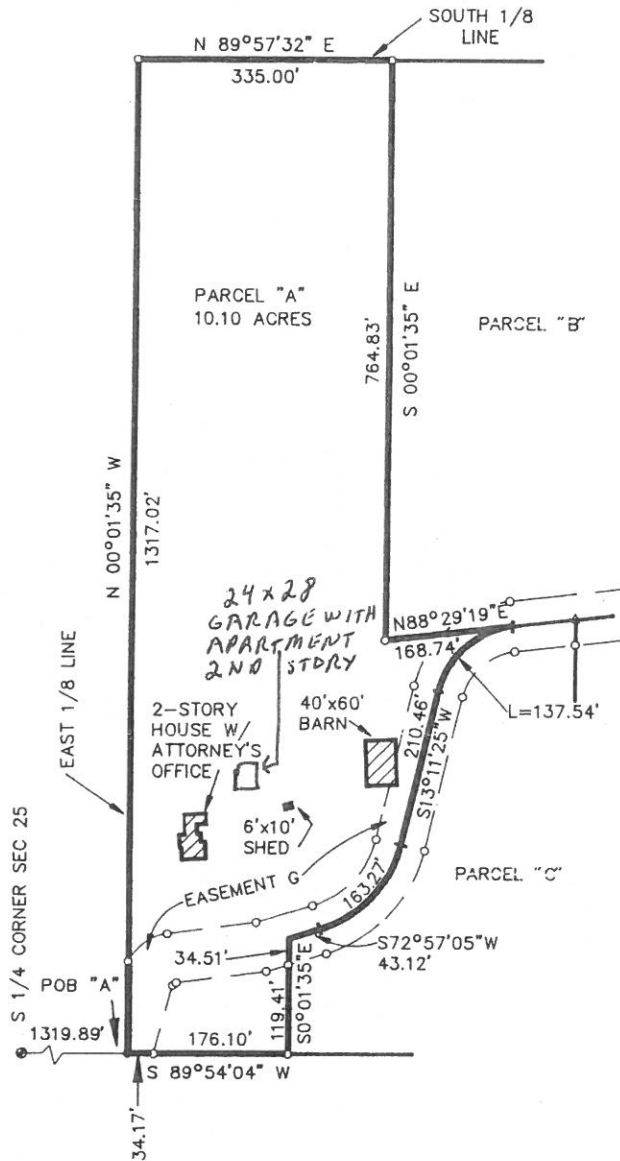
Gosling Czubak Associates  
525 West Fourteenth  
Traverse City, MI 49684  
616 946-9191

FOR: <b>GARY MYLES</b>	
DATE: 7-05-90	SHEET 2 of 6
DWN. WMD	CHK. FILE NO. 90074.01



# MORTGAGE REPORT

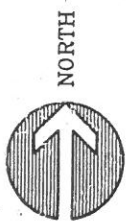
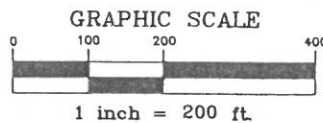
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T.27N., R.11W., GARFIELD TOWNSHIP, GRAND TRAVERSE COUNTY, MICHIGAN.



### LEGEND

- ⊕ MONUMENT FND.
- IRON FND.
- ▲ P.K. FND.

ALL BOUNDARY & EASEMENT DIMENSIONS  
ARE RECORDED UNLESS OTHERWISE NOTED.  
THIS IS NOT A BOUNDARY SURVEY.



I hereby certify that I have inspected the property hereon described; that there are improvements located as shown; that said improvements are within property lines; and that there are no visible encroachments upon the land and property described, unless otherwise noted. All utilities and easements may / or may not be shown.

This inspection is for mortgage purposes only.

*David G. Hyslop*

R.L.S. No. 32337

## Gosling Czubak Associates



**Engineers  
Surveyors**

Gosling Czubak Associates, P.C.  
525 West Fourteenth  
Traverse City, MI 49684  
616/946-9191  
FAX 616/941-4603

FOR:

OLD KENT BANK

DATE: 04-22-91

SHEET 1 OF 3

DWN. SKB

CHK. DGH

FILE NO. 91111.03-C

PARCEL "A"

A parcel of land in part of the Southeast 1/4 of the Southeast 1/4 of Section 25, T27N, R11W, Garfield Township, Grand Traverse County, Michigan, more fully described as follows:

Commencing at the Southeast corner of said Section 25; thence S89°54'04"W 1319.89 feet along the South line of Section 25 to the East 1/8 line of said section and the POINT OF BEGINNING; thence N00°01'35"W 1317.02 feet along the East 1/8 line of Section 25; thence N89°57'32"E 335.00 feet along the South 1/8 line of Section 25; thence S00°01'35"E 764.83 feet; thence N83°29'19"E 168.74 feet; thence along the arc of a curve to the left a distance of 137.54 feet, radius = 112.10 feet, delta = 70°17'54", and chord = S48°20'22"W 129.08 feet; thence S13°11'25"W 210.46 feet; thence along the arc of a curve to the right a distance of 163.27 feet, radius = 156.53 feet; delta = 59°45'40", and chord = S43°04'15"W 155.97 feet; thence S72°57'05"W 43.12 feet; thence S00°01'35"E 153.92 feet to the South line of Section 25; thence S89°54'04"W 210.27 feet along the South line of Section 25 to the POINT OF BEGINNING. Containing 10.01 acres of land more or less.

Subject to and together with Easement "G", an easement for ingress and egress and for the installation and maintenance of public and private utilities. Subject to all applicable building, use restrictions and easements, if any, affecting the premises.

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**Gosling Czubak Associates**



**Engineers  
Surveyors**

Gosling Czubak Associates, P.C.  
525 West Fourteenth  
Traverse City, MI 49684-4093  
616 946-9191  
Fax 616 941-4603

Prepared for: \_\_\_\_\_

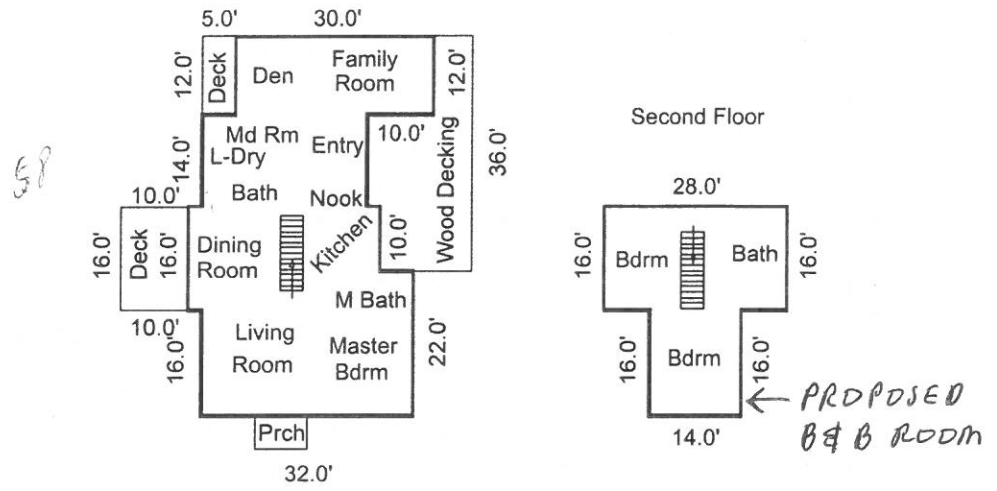
Sheet 2 of 3

Date 04-22-91

File No. 91111.03

FLOORPLAN

Borrower: Marcantoni, Marco & Joni File No.: 19080B  
 Property Address: 296 Springhill Road Case No.:  
 City: Traverse City State: MI Zip: 49686-8527  
 Lender: Stone Ridge Mortgage

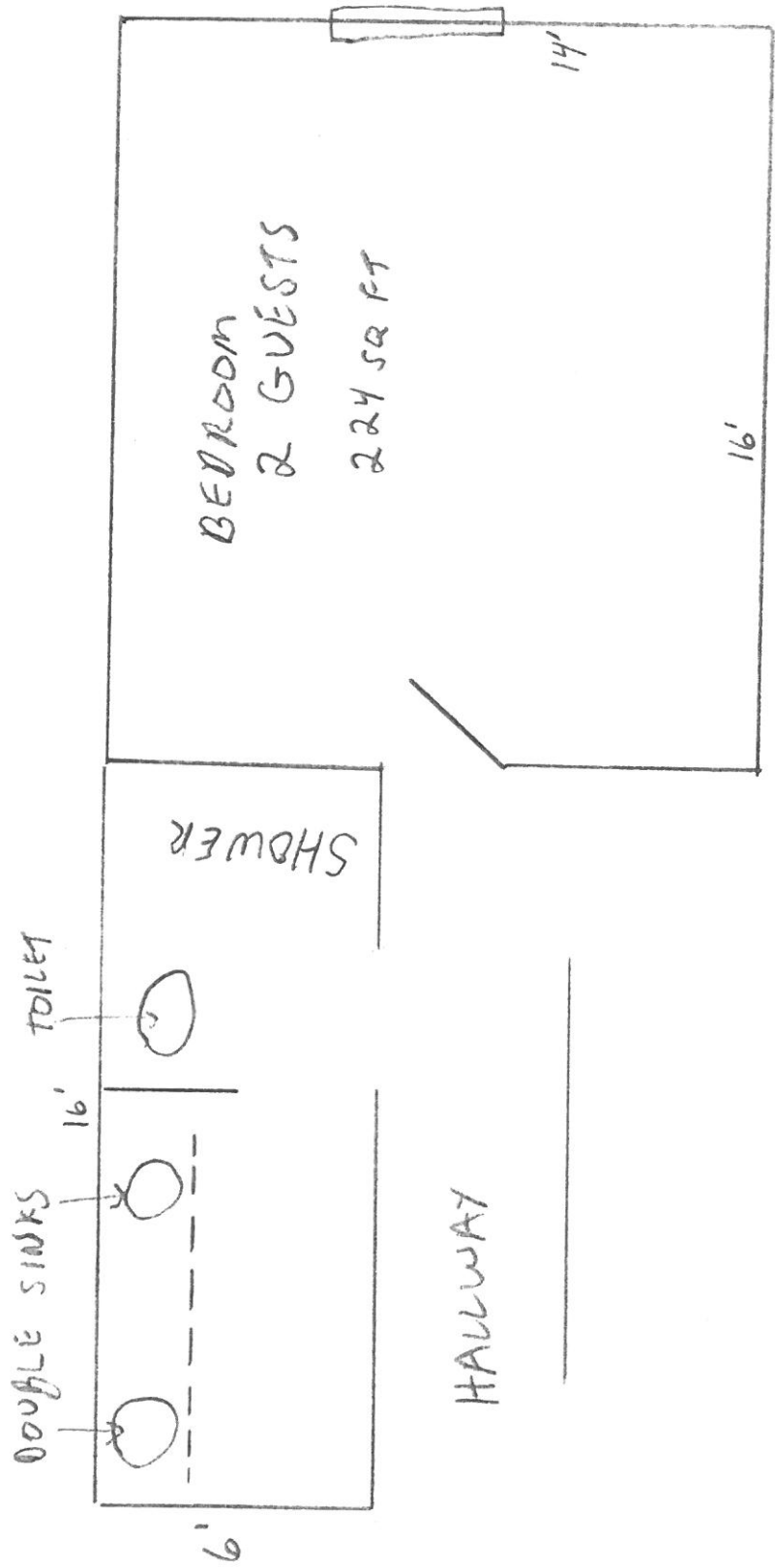


Sketch by Apex IV Windows™

AREA CALCULATIONS SUMMARY			
Code	Description	Size	Totals
GLA1	First Floor	1716.00	1716.00
GLA2	Second Floor	672.00	672.00
P/P	Porch	40.00	
	Deck	160.00	
	Decking	436.00	
	Deck	60.00	696.00
TOTAL LIVABLE (rounded)			2388

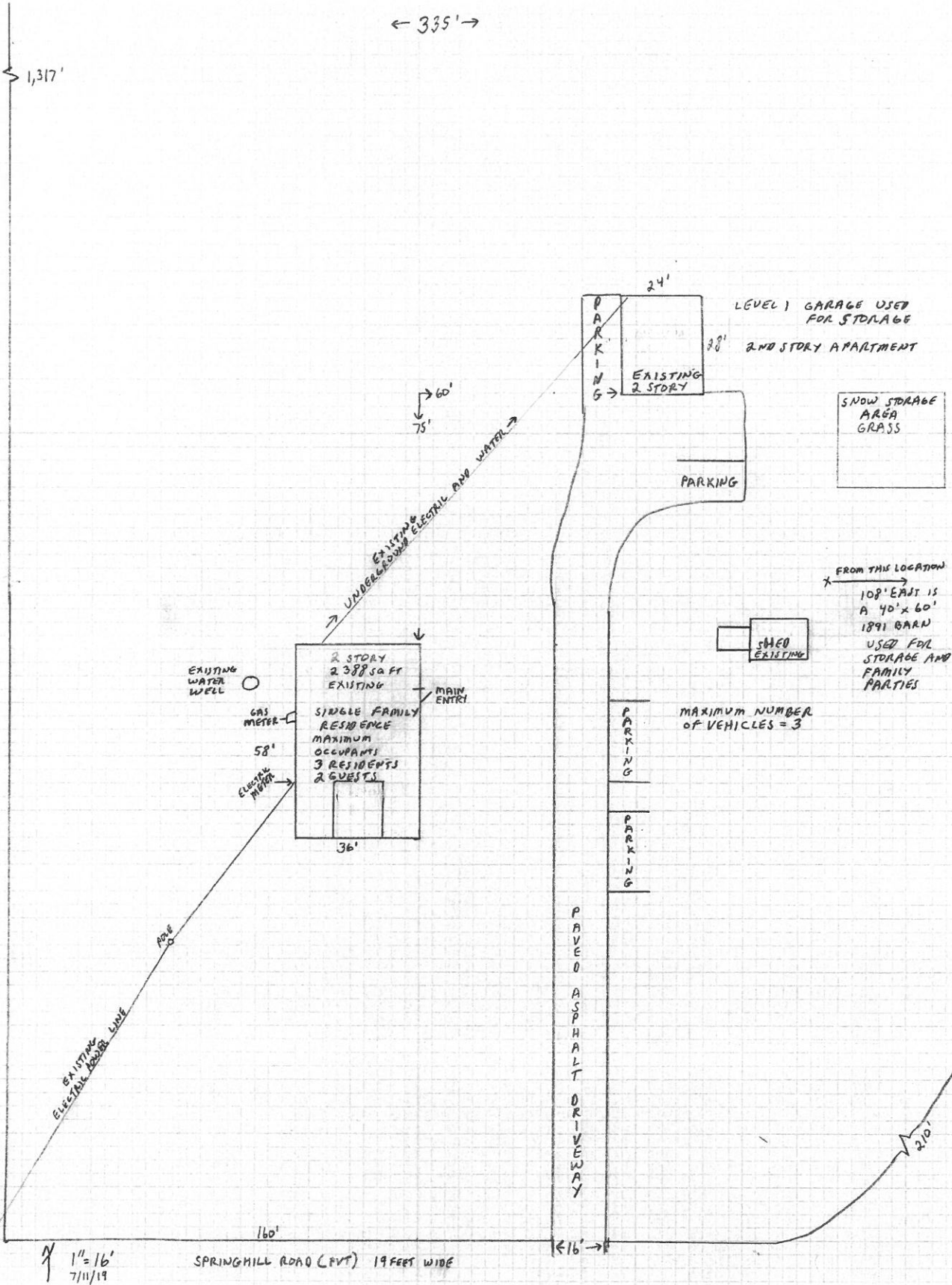
LIVING AREA BREAKDOWN		
Breakdown		Subtotals
First Floor		
12.0 x	30.0	360.00
14.0 x	25.0	350.00
22.0 x	32.0	704.00
10.0 x	27.0	270.00
2.0 x	16.0	32.00
Second Floor		
16.0 x	28.0	448.00
14.0 x	16.0	224.00
7 Areas Total (rounded)		2388






1/4" = 1 FOOT





 <b>Charter Township of Garfield</b> <b>Planning Department Report No. 2019-119</b>		
Prepared:	September 4, 2019	Pages: 4
Meeting:	September 11, 2019 – Planning Commission	Attachments: <input checked="" type="checkbox"/>
Subject:	Habitat for Humanity Special Use Permit – Introduction	
File No.	SUP-2019-04	Parcel No. 28-05-015-054-00
Applicant/Owner:	Habitat for Humanity	
Agent:	JML Design Group Ltd.	

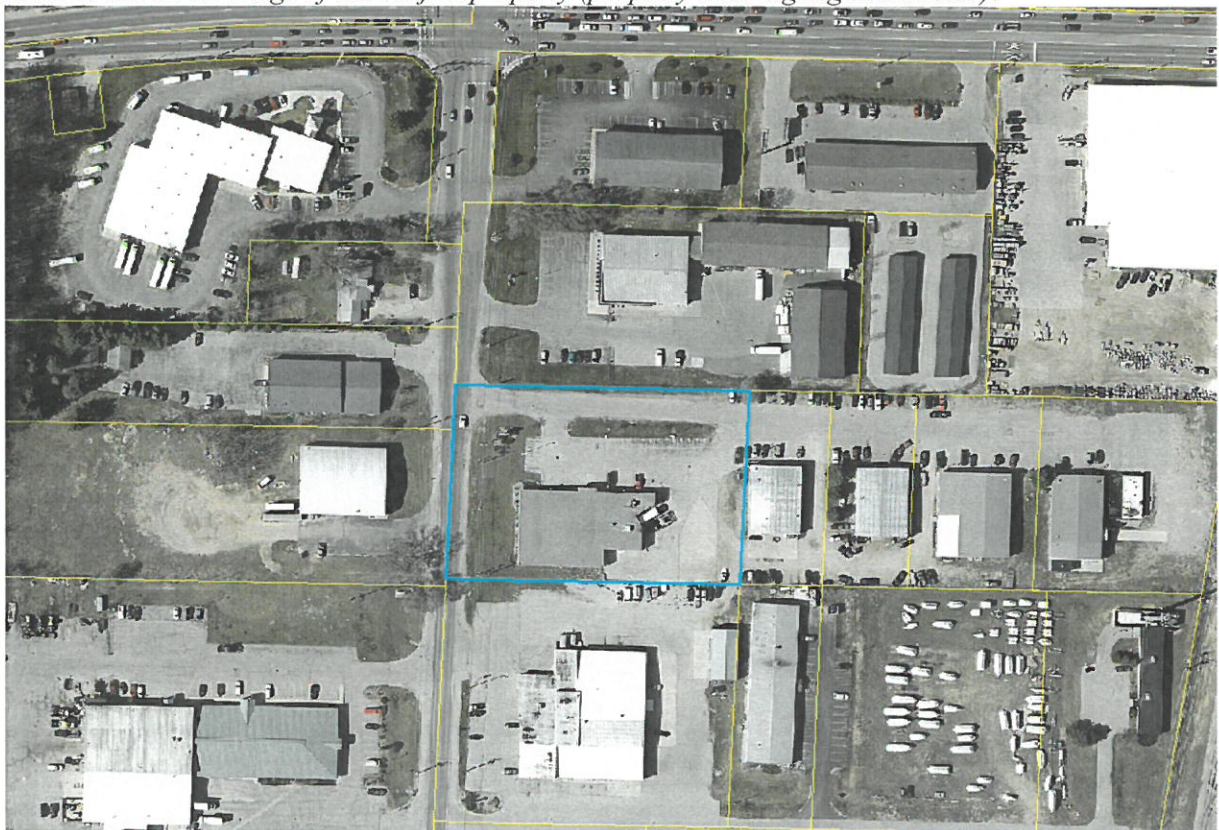
**BRIEF OVERVIEW:**

- 2487 Rice Street (corner of Rice Street and Cass Road)
- 1.62 acres in area
- Expansion of existing building and construction of new accessory storage building
- I-G General Industrial zoning district

**PURPOSE OF APPLICATION:**

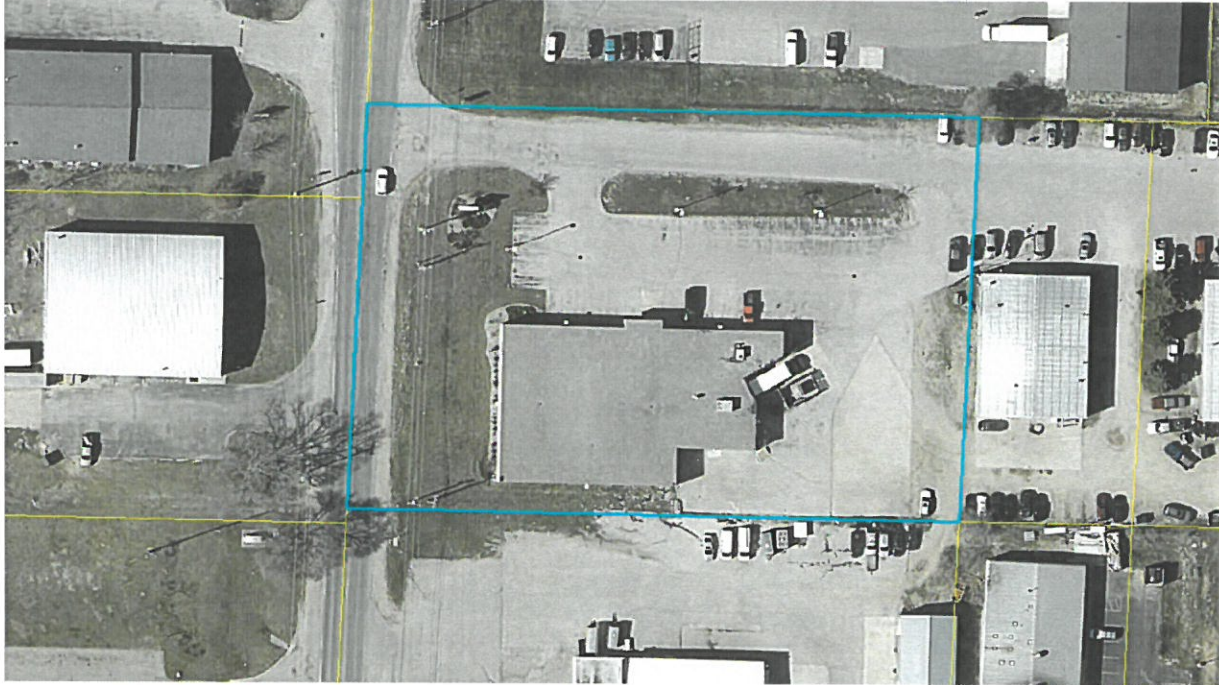
This application requests approval of a Special Use Permit (“SUP”) to expand an existing retail building, including construction of an accessory storage building, and add office uses at 2487 Rice Street. The building was formerly the Excel Office Interiors retail store and was recently purchased by Habitat for Humanity, which has continued to use the building for retail operations. Retail businesses are permitted via SUP in the I-G district.

*Zoomed-out aerial image of the subject property (property lines highlighted in blue):*





*Zoomed-in aerial image of the subject property (property lines highlighted in blue):*



**SITE DESIGN AND ZONING COMPLIANCE OVERVIEW:**

This application is for a proposed expansion of the existing building on this site, with all construction at the back of the building, and some changes in the general building appearance. The additional space allows for offices and storage. The applicant also plans to construct a separate pole barn sometime in 2020 for additional storage at the back of the property.

In approving any special use permit pursuant to Section 423, the Planning Commission may impose such reasonable standards, conditions, or requirements, in addition to or that supersede any standard specified in this ordinance, as it may deem necessary to protect the public interest and welfare. Such additional standards may include, but need not be limited to:

- a) Financing;
- b) Availability of adequate public facilities or services;
- c) Dedication of land;
- d) Reservation of land;
- e) Creation of special assessment districts;
- f) Creation of restrictive covenants or easements;
- g) Special setbacks;
- h) Yard requirements;
- i) Increased screening or landscaping requirements;
- j) Area requirements;
- k) Development phasing; or
- l) Standards pertaining to traffic, circulation, noise, lighting, hours of operation, protection of environmentally sensitive areas, and similar characteristics.

In the section that follows, Staff offers the following comments regarding site design and compliance with the Zoning Ordinance:

*Fences:*

There is an existing 6-foot high chain-link fence on the south lot line shared with Bay Motor Products. No changes to fencing are proposed.

*Dumpster Enclosure:*

The existing dumpster enclosure is located on the east side of the building. There are a few additional parking spaces proposed for the back of the building but the dumpster enclosure area is generally kept clear and the new parking spaces would not interfere with trash removal operations.

*Lighting:*

A lighting plan for the site is expected to be submitted to ensure lighting requirements are met, although the applicant has also indicated one light pole will be removed and none will be added.

*Pedestrian Circulation:*

The main entrance to the site is on the north side of the building. There are no internal sidewalks and no sidewalks currently along Cass Road.

*Non-Motorized Transportation:*

Public pathways shall be constructed for all new development, re-developments, and amendments to previously approved site development plans, including substantial additions or improvements to existing buildings with a construction cost of twenty thousand dollars (\$20,000.00) or more within a twelve month period.

The type of pathway required shall be determined through the adopted Garfield Township Non-Motorized Pan. According to the Non-Motorized Plan map, Cass Road is identified to have a bike lane/route.

*Bicycle Parking:*

Section 522.C (1) of the Zoning Ordinance requires that two (2) bicycle parking spaces be provided for every 25 off-street parking spaces. With 41 off-street spaces proposed, at least two (2) bicycle parking spaces are required in this case.

*Snow Storage:*

Snow storage areas are shown near the front entrance and behind the future storage building. According to Section 551 E. (6), snow storage areas should be provided at 10 square feet for every 100 square feet of parking area. Calculation of the total parking area or snow storage area is not shown on the plan.

*Sewer and Water:*

There is an existing water stop box and sanitary sewer manhole at the southwest corner of the site, and another existing sanitary sewer manhole at the northwest corner of the site.

*Storm Water:*

Two existing catch basins are shown in the parking lot. The proposed building addition will be built on what is currently impervious surface, so the amount of impervious surface will not change. However, there is the potential for drainage patterns to change, so the site still needs to be reviewed for storm water impacts. There were no other storm water management details provided.

*Landscaping:*

The site plan shows existing landscaped areas along the west side of the building, around the sign, and along the north lot line. According to Section 530 C. Expansions, when a building or parking lot is enlarged, the requirements of greenspace apply on an incremental basis such that landscaping shall be

required in the same proportion that the enlarged building area or off-street parking area has to the existing development. The proposed addition is about a 14.5% expansion of the existing building.

No further details were provided on the existing landscaping and no new landscaping is proposed. The site plan shall include details on landscaping to determine that any requirements are being met to the extent needed for this application, especially Table 531.1 Planting Requirements.

*Parking and Loading:*

The site plan shows 41 total parking spaces with some new pavement markings provided. The existing building is 12,387 square feet and the proposed addition is 1,768 square feet, for a total of 14,155 square feet of area in the main building. Parking calculations on the site plan are those for warehouses, but the uses on the site are actually a furniture and appliance / household equipment store and office space.

According to Section 551, furniture and appliance / household equipment stores have a minimum parking requirement of 1 for every 800 square feet of floor area. Offices have a minimum requirement of 1 for every 200 square feet of floor area and a maximum of 1 for every 150 square feet of floor area. Based on measurements of the floor plan, there appears to be about 9,080 square feet of store space and 2,077 square feet of office space in this building, with the rest used for storage and utilities. This would give a minimum requirement of 22 parking spaces.

*Building Height*

The height of the proposed building expansion area is 15 feet, which meets the maximum height of 35 feet in the I-G district. The storage building is not shown on the elevation drawings, and its height is not indicated on the site plan.

**ACTION REQUESTED:**

The purpose of the introductory meeting is to accept the application and identify any concerns that should be addressed prior to holding a public hearing on the application. As such, following an opportunity for applicant presentation and discussion, the following motion is offered for consideration:

MOTION THAT application SUP-2019-04 for a Special Use Permit for a retail building expansion at 2487 Rice Street BE SCHEDULED for public hearing for October 9, 2019, subject to the following additional information being provided by the applicant prior to September 26, 2019 to ensure that Staff has adequate time to review the information:

1. A lighting and photometric plan for the site
2. Two (2) bicycle parking spaces
3. Calculation of snow storage area
4. Details regarding storm water for review by the Township Engineer
5. Details regarding existing and proposed landscaping
6. Correct parking calculations reflecting the use of the site
7. Include information on storage building height

Any additional information that the Planning Commission determines to be necessary should be added to this motion.

**Attachments:**

1. Impact Assessment Statement provided by applicant dated August 7, 2019
2. 24" x 36" site plan set provided by applicant dated August 7, 2019



**A ReStore and Storage Facility for  
Habitat for Humanity**

**IMPACT ASSESSMENT STATEMENT**

**APPLICANT:**

Habitat for Humanity  
1129 Woodmere Ave. Ste I  
Traverse City, Michigan 49686

**PREPARED BY:**

JML Design Group, Ltd.  
225 E. 16<sup>th</sup> Street, Suite B  
Traverse City, Michigan 49684  
(231) 947-9019

August 7, 2019

## **Proposed Project**

This report contains the anticipated physical impacts converting the former Excel Office Building into a Resale facility for Habitat for Humanity.

The existing overall site is 1.62 acres. The property is zoned I-G (general mixed use industrial business). A resale store is permitted in the IG district with a Special Use Permit.

Property Tax Number is 05-015-054-00. The legal description for the overall property is attached.

The property is owned by Habitat for Humanity  
The building was owned by Gordon Food Services until 2001 and Excel Office Products until 2019. Gordon Foods was granted site plan approval by the Garfield Zoning Board of Appeals. No history is available for Excel Office Products.

Habitat for Humanity purchased the property to relocate its existing resale facility from Woodmere Avenue. A proposed addition will be constructed for the administrative offices and a new pole barn to provide needed storage. The site currently contains a 12,314 square foot single story concrete masonry structure.

## **Parking**

Parking will be provided at a rate of (5) spaces + (1) per 1000 SF of floor area. A total of 21 spaces are required. (41) spaces are shown on the drawing including (2) handicapped.

## **Traffic/Access**

The existing driveway and parking lot are asphalt and concrete and will remain as is. Access to the site will remain off of Rice Street. The site requires (20) parking spaces while (45) may be accommodated including (2) handicapped.

Agency review letters including site plans have been sent to the following entities:

1. GT County Sheriff
2. G T Metro Fire

## **Soils**

The soils of the site are sand. The site is relatively flat.

## **Vegetation**

The site is currently landscaped (refer to site plan). No significant trees or landscaping will be affected by the proposal.

### **Drainage**

The existing site drains into (2) existing catch basins in the parking lot. The proposed addition and to pole building will be constructed in areas that are currently impervious surfaces. The new additions will, therefore, have no effect on this site

### **Sanitary Sewer**

The site is serviced with city sewer. The purposed use will not add any unusual loads to the sewer system.

### **Water Supply**

The building is serviced by an existing well. The building is not fire suppressed.

### **Utilities**

The building is currently serviced with electricity, natural gas, telephone and cable.

### **Waste Management**

The proposed use will utilize the existing dumpster. The existing dumpster is housed in an existing screened (6-foot screen) enclosure.

### **Hazardous Materials**

No hazardous materials will be utilized onsite.

### **Signage**

The existing Excel Office Products signage will be removed. The existing pylon sign will be retrofitted for use by Habitat for Humanity.

### **Hours of Operation**

Hours of operation will be as follows:

Tuesday-Saturday: 10:00-6:00 PM  
Closed Sunday and Monday

### **Staffing**

The resale shop is staffed with (5) employees and 2-3 volunteers. Administration has 8-10 employees.



### **Proposed Schedule**

September 11, 2019	Introduction to Planning Commission
October 23, 2019	Public Hearing and Approval
November 2019 – April 2020	Construction of Addition
May- August 2020	Pole Barn Construction

### **Basis for Determination**

The proposed Habitat for Humanity resale shop is a continuation of the use that was allowed for Gordon Foods and Excel Office Products. The use is the same as Goodwill Industries which is located in the same IG district. The facility meets the intent of the ordinance and meets the general and specific standards of the ordinance.

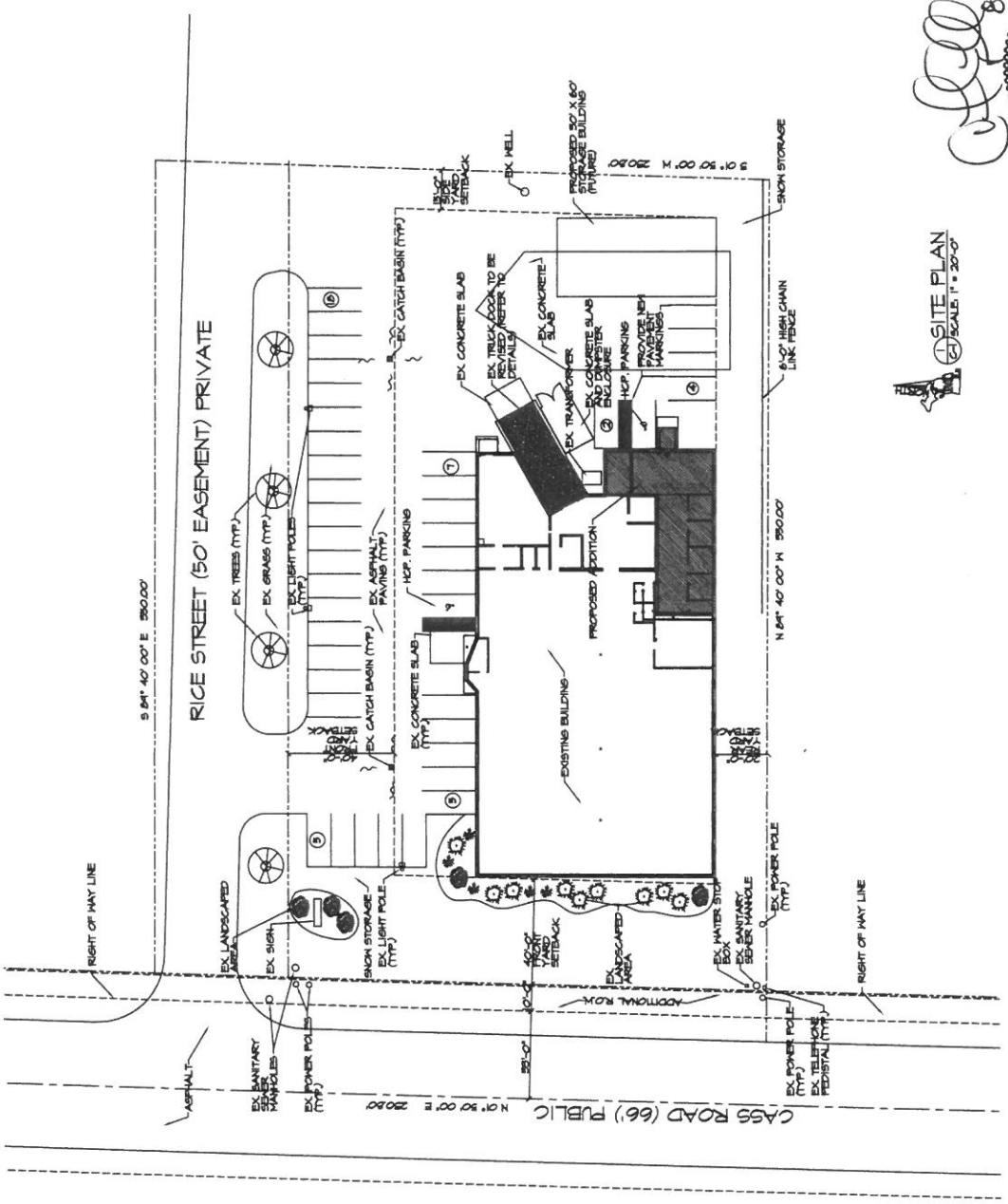
PROPERTY INFORMATION

PARCEL NO.: 05-015-054-00

ADDRESS: 2487 RICE ST. TRAVERSE CITY, MI.  
49684

LEGAL DESCRIPTION:

LAND SITUATED IN THE STATE OF MICHIGAN, COUNTY OF GRAND TRAVERSE, TOWNSHIP OF GARFIELD. PART OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 15, TOWN 27 NORTH, RANGE 11 WEST, MORE FULLY DESCRIBED AS: COMMENCING AT THE SOUTH QUARTER CORNER OF SAID SECTION 15; THENCE NORTH 01 DEGREE 50 MINUTES EAST, 660.00 FEET, ALONG THE NORTH AND SOUTH QUARTER LINE OF SAID SECTION 15 TO THE POINT OF BEGINNING; THENCE NORTH 01 DEGREE 50 MINUTES EAST, 230.80 FEET; THENCE SOUTH 89 DEGREES 40 MINUTES EAST, 340.00 FEET; THENCE SOUTH 01 DEGREE 50 MINUTES WEST 230.80 FEET; THENCE NORTH 89 DEGREES 40 MINUTES WEST, 340.00 FEET TO THE POINT OF BEGINNING.



① SITE PLAN  
 SCALE: 1" = 20'-0"

**GENERAL:**  
 HABITAT FOR HUMANITY  
 1001 HAZARDERS AVENUE, SUITE 1  
 TRAVERSE CITY, MICHIGAN 49664  
 CONTACT: MR. NATHAN KALCHIK  
 PHONE: (261) 444-1182

**PARCEL NO.:** 08-08-094-00  
**ADDRESS:** 2487 RICE ST., TRAVERSE CITY, MI 49664

**LEGAL DESCRIPTION:**  
 LAND SITUATED IN THE STATE OF MICHIGAN, COUNTY OF GRAND TRAVERSE, PARCELS OF GRANT AND MARY ANN TRAVERSE, IN TOWN 21 NORTH, RANGE 11 WEST, 126E FULLY DESCRIBED AS SECTION 10, 11 AND 12, NORTH 1/4 OF DEGREE 50 MINUTES EAST, 100'00" LEACH, AL TO THE POINT OF BEGINNING, THENCE NORTH 01 DEGREE 50 MINUTES EAST, 200'00 FEET, THENCE SOUTH 89 DEGREE 50 MINUTES WEST, 200'00 FEET, THENCE NORTH 89 DEGREE 50 MINUTES WEST, 500'00 FEET TO THE POINT OF BEGINNING.

**PROPERTY ZONED:** I-4; GENERAL MIXED USE INDUSTRIAL BUSINESS.

**150' BUILDING WIDTH REQUIRED.**  
**35' MAX HEIGHT REQUIRED.**  
**COMMERCIAL USE ALLOWED BY SPECIAL USE PERMIT.**  
**PARKING REQUIRED.**

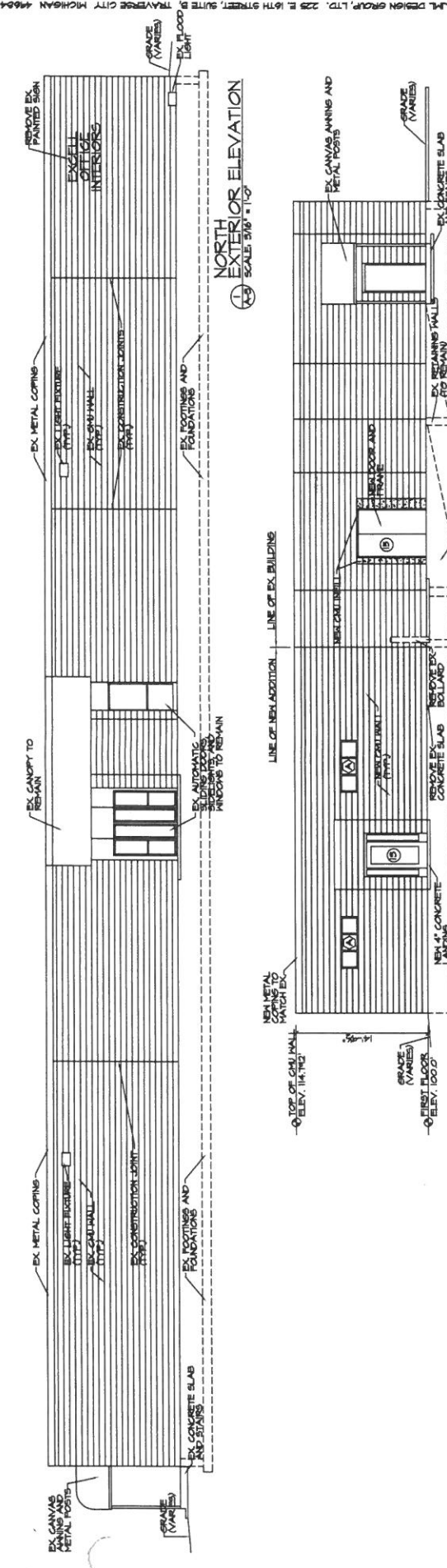
**(1) SPACES + 1 PER 1000 SF. (15,959) = 21 SPACES INCLUDING (1) ACCESSIBLE SPACE**  
**(2) SPACES PROVIDED INCLUDING (2) ACCESSIBLE SPACES**

**DUSTING BUILDING: 12871 SF.**  
**PROPOSED BUILDING ADDITION: 1786 SF.**  
**PROPOSED STORAGE BUILDING: 1800 SF.**  
**EXISTING BUILDING COVERAGE: 18%**  
**PROPOSED BUILDING COVERAGE: 23%**  
**NO MAXIMUM COVERAGE LIMITATION.**

**IMAGING PLAN.**  
**RESALE STORE TO OCCUPY AUGUST 2019.**  
**ADDITION TO BE COMPLETED BY APRIL 2020.**  
**STORAGE BUILDING TO BE COMPLETED IN 2020.**

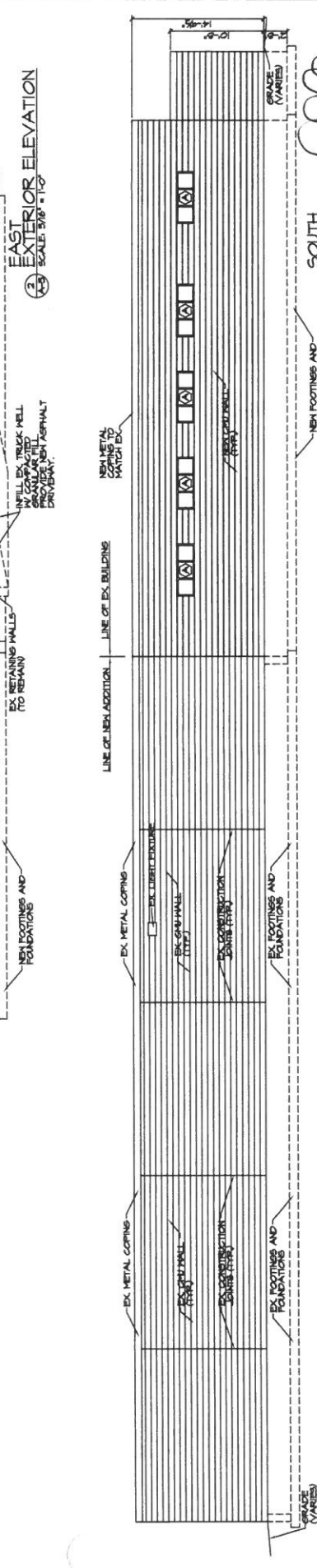




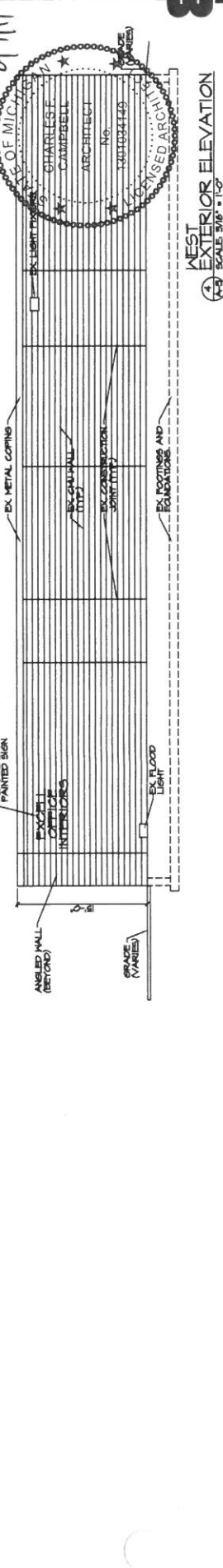


**NORTH EXTERIOR ELEVATION**  
 SCALE: 3/8" = 1'-0"

**EAST EXTERIOR ELEVATION**  
 SCALE: 3/8" = 1'-0"



**SOUTH EXTERIOR ELEVATION**  
 SCALE: 3/8" = 1'-0"



**WEST EXTERIOR ELEVATION**  
 SCALE: 3/8" = 1'-0"

8719

OFFICE OF MICHAEL  
 CHARLES CAMPBELL  
 ARCHITECT  
 1401034140  
 CONYSED ARCHITECTS

THE DESIGN GROUP LTD. 225 E. 10TH STREET, SUITE B TRAVELER CITY, MICHIGAN 49664



# Charter Township of Garfield

## Grand Traverse County

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

## 2019 PLANNING COMMISSION MEETING DATES

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The Charter Township of Garfield Planning Commission meets on the second and fourth Wednesdays of each month, excepting the months of November and December. All meetings begin at 7:00 p.m. and are held at the Garfield Township Hall, 3848 Veterans Drive, Traverse City, Michigan. The adopted 2019 meeting schedule is as follows:

### Regular Meeting

January 9, 2019  
 February 13, 2019  
 March 13, 2019  
 April 10, 2019  
 May 8, 2019  
 June 12, 2019  
 July 10, 2019  
 August 14, 2019  
 September 11, 2019  
 October 9, 2019  
 November 13, 2019  
 December 11, 2019

### Study Session

January 23, 2019  
 February 27, 2019  
 March 27, 2019  
 April 24, 2019  
 May 22, 2019  
 June 26, 2019  
 July 24, 2019  
 August 28, 2019  
~~September 25, 2019~~  
 October 23, 2019

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

Garfield Township will provide necessary reasonable auxiliary aids and services, such as signers for hearing impaired and audio tapes of printed materials being considered at the meeting to individuals with disabilities upon the provision of reasonable advance notice to the Township. Individuals with disabilities requiring auxiliary aids or services should contact Garfield Township by writing or calling Lanie McManus, Clerk, Ph: (231) 941-1620, or TDD #922-4766.