

**CHARTER TOWNSHIP OF GARFIELD
PARKS AND RECREATION COMMISSION MEETING**

November 6, 2017 6:00 P.M.

Garfield Township Large Meeting Room
3848 Veterans Drive
Traverse City, MI 49684
Ph: (231) 941-1620

A G E N D A

Any interested person or group may address the Commission on any agenda item when recognized by the presiding officer or upon request of any Commissioner. Also, any interested person or group may address the agenda item designated Public Comment. The comment of any member of the public or any special interest group may be limited in time. Such limitation shall not be less than two minutes unless otherwise approved by the Commission.

Call Meeting to Order

Roll Call of Commission Members

1. Review and Approval of the Agenda - Conflict of Interest
2. Review and Approval of Meeting Minutes
 - a. October 2, 2017
3. Correspondence
 - a. None
4. Reports
 - a. Conservation District Report - Tom Vitale
 - b. Commissioner Reports
 - c. Staff Report
 - i. Boardman Valley Nature Preserve - Bid Results
5. Business to Come Before the Commission
 - a. PD Report 2017-110 - Beacon Hills Decision and Recommendation
 - b. PD Report 2017- 108 - Parks and Recreation Plan - Draft Review
6. Public Comment
7. Items for Next Agenda
8. Adjourn

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

**CHARTER TOWNSHIP OF GARFIELD
PARKS and RECREATION COMMISSION MEETING
October 2, 2017**

Call Meeting to Order: Chair Remy called the meeting to order at 6:00pm at the Garfield Township Hall, 3848 Veterans Drive, Traverse City, MI 49684.

Roll Call of Commission Members:

Present: Fern Spence, Chris DeGood, Denise Schmuckal, Dale Majerczyk, Valarie Handy, Chris Remy and Alisa Korn

Staff Present: Erik Perdonik, Rob Larrea, Tom Vitale

1. Review and Approval of the Agenda – Conflict of Interest (6:03)

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

Yeas: Korn, Majerczyk, DeGood, Schmuckal, Handy

Nays: None

2. Minutes (6:04)

a. September 11, 2017 Regular Meeting Minutes

Majerczyk moved and Korn seconded to approve the September 11, 2017 Regular Meeting Minutes as presented.

Yeas: Majerczyk, Korn, Schmuckal, DeGood, Handy, Spence, Remy

Nays: None

3. Correspondence (6:00)

None

4. Reports (6:00)

Tom Vitale Conservation District Report

Vitale reported that the Kids Creek connector should be beginning construction this week. Vitale met with a representative from Norris Design Studio, Ted Price, who was asked to work on some preliminary designs for the mill at Kids Creek. The owner of the Great Wolf Lodge is against demolishing the mill and is asking that the Township try to keep the mill. At this time, the mill demolition is on hold. Commissioners discussed the mill and the demolition project versus a project to retain and rebuild the mill. Commissioners agreed to approach the Great Wolf Lodge for money towards a restoration of the mill or Alpers would be approached to demolish the mill by March. Commissioners agreed that the mill did not represent the wants and needs of the Township residents according to the most recent parks survey. Larrea will contact Alpers to see when the bid expires. Vitale went on to report that the Miller Creek project is still in progress and the Silver Park trees have been tagged. Clean up continues in the Commons area where vandals defaced trees.

Commissioner Reports

Handy said that there will be a dedication of the Nordic Trail on the October 11th at 4pm.

Staff Report

None

5. Business to Come Before the Commission**a. PD 2017-104 2018-2023 Draft Parks and Recreation Plan (6:01)**

A new plan must be in place by April of 2018 in order to be eligible to receive grant funding for the five years thereafter. The current plan expires on December 31, 2017. Commissioners have been asked to review the draft plan. Commissioners made specific comments regarding the text and cited certain pages. They said that the idea of accessibility in the parks needs some work. Maintenance of trails was discussed and commissioners thought that a collaborative regional discussion on sustaining usability of trails may be needed. Larrea asked commissioners about the name of the new recently acquired park property and thought it would be a good idea to name it at this point so it could be included in the plan. Schmuckal moved and Spence seconded to name the new park River East Recreation Area. Commissioners reiterated that trail maintenance should be a priority in the plan. The survey mentioned Pocket Parks and commissioners decided to recognize them on a map with the caveat that the Township did not maintain them at this time. Existing and planned sidewalks were discussed and commissioners agreed to show them on the non-motorized plan map. (Spence left at 7:12pm) Larrea asked to add Brian VanDenBrand to the credits page as a former member of the Planning Department. The proposed Parks and Recreation Plan will be brought for commissioner review one more time before a public hearing.

7. Public Comment (7:27)

Doug Brown of Highland Drive commented on pocket parks. He asked for signage and maintenance for safety.

8. Items For Next Agenda (7:33)


None discussed

9. Adjournment

DeGood moved to adjourn the meeting at 7:33pm.

Dale Majerczyk, Secretary
Garfield Township Parks and Recreation
Commission
3848 Veterans Drive
Traverse City, MI 49684

Beacon Hills Subdivision - Request For a Park Sign and Maintenance Funds.

	Charter Township of Garfield Planning Department Report No. 2017- 110	
Prepared:	November 1, 2017	Pages: 1 of 1
Meeting:	November 6, 2017 - Parks & Recreation Commission	Attachments: <input type="checkbox"/>
Subject:	Beacon Hills Subdivision Sign Request - And Recommendation	

HISTORY

A request was received by two residents of the Beacon Hills Estates subdivision to include their neighborhood park in the Parks & Recreation Plan in an attempt to receive annual maintenance funding for their neighborhood park. In addition, they would like the township to fund, construct and install a park sign at their neighborhood beach as well. Since the request, the subject has morphed into a township wide search of these dedicated parklands, to add to the plan, some of which are more than 50 years old.

STAFF COMMENT

Staff is of the opinion that some of the parks are more private than public and these types of requests should be handled with caution. We have yet to hear from the residents of the neighborhood, rather two individuals have requested the sign and funding. Due to the numerous subdivision parks, there are simply too many variables involved to make a decision on one of them without affecting another. The Board has briefly discussed the issue and would like Staff and the PRC to make a recommendation on the Beacon Hill request for a sign and annual maintenance funds. Interestingly, the Beacon Hills Estates plat specifically exempts the township from any maintenance obligations.

ACTION REQUESTED

Staff recommends consideration of the following motion as it relates to the Beacon Hills Estates subdivision:

MOTION THAT the Parks and Recreation Commission recommend to the Township Board *denial* of the request to install a park sign at the Beacon Hills Estates subdivision at taxpayer expense, AND FURTHER,

THAT the request for maintenance funds be denied based on the language approved as a part of the plat in 1964.



Charter Township of Garfield
Planning Department Report No. 2017-108

Prepared:	October 30, 2017	Pages:	3
Meeting:	November 6, 2017 PRC	Attachments:	<input checked="" type="checkbox"/>
Subject:	REVISED Draft 5-Year P&R Master Plan Submission		

PURPOSE OF REPORT:

The purpose of this report is to provide context for the submission of the attached draft 2018-2023 Plan, which was revised in response to Commissioners' comments at the October 2, 2017, PRC meeting. In addition, this report will summarize each of the changes and additions made to the Plan since that meeting.

BACKGROUND:

An up-to-date Five-Year Parks and Recreation Master Plan ("Plan") is required in order to receive Michigan Natural Resources Trust Fund (MNRTF) grant funding for parkland acquisition or development. Once updated and formally adopted by the Township Board, the Plan must be submitted to the Michigan Department of Natural Resources (MDNR) by April of 2018 in order to be eligible to receive grant funding for the five years thereafter, 2018-2023.

The Township's current Plan expires on December 31, 2017. It is within this context that the Parks and Recreation Commission (PRC) instructed Staff to update the Township's Plan. As requested, a draft 2018-2023 Plan was made available for Commissioner review at the October 2, 2017, PRC meeting. At that meeting, Commissioners instructed Staff to make several changes and additions to the Plan prior to the November 6, 2017, PRC meeting.

STAFF COMMENT:

Summary of Revisions in Response to Commissioner Feedback:

- Per Rob's request, added Former Garfield Township Deputy Planner, Brian VanDenBrand, to the "Acknowledgments" section under the "Planning Department" heading (p. ii).
- Per Denise's request, changed the sentence that read "make recommendations that are **carried out** by the Township Board," to "make recommendations that are **considered** by the Township Board" in the second sentence under the "Administrative Structure" heading (p. 2).
- Per Denise's request, added an arrow between the PRC and Township Board to "Figure 1 Administrative Structure" (p. 3).
- Per Alisa's request, added a bit of text regarding the 2017 dam removal activities on the Boardman River to the "Boardman River Watershed" section (p. 30).
- In response to several Commissioners' comments about the importance of preserving the regional trail network, an Objective was included in the "Goals and Objectives" section of the Plan that reads "[w]ork with project partners such as TART Trails and

neighboring communities to develop innovative and cost-effective approaches to long-term trail maintenance” (p. 37).

- In response to several Commissioners’ comments about the importance of accessibility in the Township’s park system, an Objective was included in the “Goals and Objectives” section of the Plan that reads “[i]ncrease barrier-free accessibility at parks.” Also, note that, overall, “Goal 4” and its associated “Objectives” highly emphasize facilities for all ability levels (p. 39).
- The now named River East Recreation Area was added to “Table 2 Recreation Inventory” under “Garfield Township Parks” (p. 13).
- Per Denise’s request, Staff removed the sentence that read “[p]resently, the remainder of shoreline is private property other than the DNR boat launch on East Silver Lake Road, where swimming is prohibited” under the description of the natural beach area in the Silver Lake Recreation Area “Development Plan Descriptions” (p. 57-58).
- In response to several Commissioners’ comments, planned stretches of sidewalk along Veterans Drive, Barlow Street, Woodmere Avenue, and Park Drive were illustrated on the “Non-Motorized Plan Map” (p. 75).
- Updated “Local Park Map” to reflect the existence of the River East Recreation Area (p. 65).
- A description of the River East Recreation Area was added to the “Parks and Recreation Area Descriptions” section under the “Township-Owned Parks and Recreation Areas” subheading (p. 20-21).
- Updated “Green Infrastructure Plan Map” and “Table 4 Green Infrastructure Program” to reflect the existence of the River East Recreation Area, as well as to reflect the updated acquisition or protection status of various properties including the State 40 (p. 62, 76).
- Updated each individual “Park Map” to reflect the existence of the River East Recreation Area, and created a new individual map for River East Recreation Area (p. 69-74).
- In response to several Commissioners’ comments, Staff added an inventory and descriptions of the Township’s nine public use platted or “pocket” parks in Appendix C (see Appendix C).

Other Revisions:

- Staff decided to add a side-by-side comparison chart of the top ten most requested park facilities in both the 2012 and 2017 online parks and recreation surveys to the “Basis for Goals and Objectives” section, under the “Public Involvement” subheading (p. 35).
- Staff received comments from Matt Cowall, Executive Director of the joint City of Traverse City and Charter Township of Garfield Recreational Authority (RA), which suggested minor updates to the language in the Plan referring to the RA (p. 6-7, 13, 21, 29).

The Overall Adoption Process:

Prior to submittal to the MDNR, a few procedural steps must be completed:

- (1) The Plan must be made available for review for no less than one month;
- (2) At the conclusion of the one month review period, the PRC must hold a public hearing on the Plan and recommend via resolution adoption of the Plan to the Township Board;
- (3) Once the public hearing is held and the PRC recommends Plan adoption, the Township Board must also hold a public hearing and adopt a resolution adopting the Plan;
- (4) Once these steps are complete, the Plan can be submitted to the MDNR for final approval.

Moving Forward:

Provided that the PRC is satisfied with this draft Plan, the next step is to direct Staff to make it available for public review for exactly one month. Staff will have legal notice published in a newspaper stating that the draft Plan is available online and at the Township Hall for review. Once the one-month clock runs out, the PRC must hold a public hearing and recommend adoption of the Plan to the Township Board.

ACTION REQUESTED:

If the PRC is satisfied with the attached draft Plan, the following motion is suggested:

MOTION TO direct Staff to make the attached draft Five-Year Parks and Recreation Master available for one month for review.