

**CHARTER TOWNSHIP OF GARFIELD
PLANNING COMMISSION MEETING**

Wednesday, November 8, 2017- 7:00 pm
Garfield Township Hall
3848 Veterans Drive
Traverse City, MI 49684
Ph: (231) 941-1620

A G E N D A

Call Meeting to Order

Roll Call of Commission Members

1. **Review and Approval of the Agenda - Conflict of Interest**
2. **Minutes**
 - a. October 11, 2017
3. **Correspondence**
 - a. Conservation District Report
4. **Reports**
 - a. Township Board
 - b. Planning Commissioners
 - c. Planning Department
5. **Business to Come Before the Commission**
 - a. PD 2017 - 109 - Conceptual Review - Church
 - b. PD 2017- 103 - City of Traverse City - Water Tank - FOF
 - c. PD 2017- 105 - U.S. 31 Retail - FOF
 - d. PD 2017- 71 - Master Plan
6. **Public Comment**
7. **Items for Next Agenda**
 - a. TBD
8. **Adjournment**

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

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**CHARTER TOWNSHIP OF GARFIELD
PLANNING COMMISSION MEETING
October 11, 2017**

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.

Roll Call of Commission Members:

Present: Steve Duell, Joe Robertson, Joe McManus, Pat Cline, Gil Uithol and John Racine

Absent and Excused: Chris DeGood

Staff Present: Rob Larrea, John Iacoangelli, Eric Perdonik

1. Review and Approval of the Agenda – Conflict of Interest (7:00)

Racine declared a conflict with Agenda item 5A.

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

Yeas: Duell, McManus, Robertson, Uithol, Cline, Racine

Nays: None

2. Minutes (7:00)

a. September 13, 2017 Regular Meeting Minutes

McManus moved and Cline seconded to approve the September 13, 2017 Regular Meeting Minutes as presented.

Yeas: McManus, Cline, Uithol, Robertson, Duell, Racine

Nays: None

b. September 27, 2017 Site Visit

Duell moved and McManus seconded to approve the minutes from the September 27, 2017 Site Review.

Yeas: Duell, McManus, Uithol, Cline, Robertson, Racine

Nays: None

3. Correspondence (7:02)

- a. Haggard Plumbing and Heating re: Application for PURD by William Clous
- b. Haggard Plumbing and Heating re: Application for SUP by City of Traverse City

4. Reports (7:02)

Township Board Report

Duell reported that the Public Hearing was held on the SAD roll for the Heritage Way entrance and it was approved by the board. The township millage was

approved at 2 mills and he told commissioners to fill out a form if their term was up on certain committees.

Planning Commissioners

No reports

Planning Department

No report

5. Business to Come Before the Commission

a. PD 2017-99 Serra Automotive Findings of Fact (7:03)

Racine excused himself. The application is for 2.9 acres on 940 Boon Street and 1302 Garfield. Larrea said the lighting plan is complete and appropriate and Finding of Facts have been provided to commissioners for review.

Robertson moved and Duell seconded THAT the Findings of Fact for Application Z-2017-03, attached to PD report 2017-99 and forming part of this motion, BE APPROVED.

*Yeas: Robertson, Duell, McManus, Uithol, Cline
Nays: None*

Robertson moved and Duell seconded THAT application Z-2017-03 submitted by Serra Works of Traverse City, LLC to conditionally rezone lands along Boon Street, as described, BE RECOMMENDED FOR APPROVAL to the Garfield Township Board based on the approved Findings of Fact and for reasons set out in report PD-2017-99 with the following conditions:

- 1. All relevant material to be included as a part of the Conditional Rezoning Agreement (CRA) and including the agreement itself shall be drafted and reviewed by the Township Attorney prior to the introduction of the agreement to the Township Board.*

*Yeas: Robertson, Duell, McManus, Uithol, Cline
Nays: None*

b. PD 2017-100- City of Traverse City – Water Tank SUP – Public Hearing (7:07)

The application requests approval of a 2 million gallon water tank at 2930 LaFranier Road. Art Kruger, Utility Director for City of Traverse City, said that maintenance will be done on the 4 million gallon tank and the requested 2 million gallon tank will be in service while the larger one is taken out of service. They are hoping to begin construction on the reserve tank this fall with a projected completion date of October 2018. They ask that the landscaping screening plan be waived since there is vegetation already in place. Chair Racine opened the Public Hearing at

7:12pm and seeing no one wishing to speak, closed the Public Hearing.

Cline moved and Robertson seconded THAT the Findings of Fact for Application SUP-2017-02 be prepared for consideration at the next available planning commission meeting.

*Yeas: Cline, Robertson, Uithol, Duell, McManus, Racine
Nays: None*

c. PD 2017-101 – Fox Run – PURD –Public Hearing (7:15)

The property is zoned R-3 Multi-Family and is approximately 8 acres in size of which 3.75 acres is open space. Bill Crain representing Eastwood Custom Homes, proposes 84 units on the site. A site visit was made by commissioners because of concerns with the site dynamics. Bill Crain of Crain Engineering was present with developer Travis Clous. Crain said that one access from Garfield Road would be used and a sidewalk/curb/gutter would be installed along Garfield Road as well. Clous contacted the DEQ regarding the wetlands and the natural trail and said that the road commission feels that it does not need a traffic study for the proposed development. The proposed development meets parking, lighting and stormwater requirements set by the ordinance. Chair Racine opened the Public Hearing at 7:21pm. Seeing no one wishing to speak, the Public Hearing was closed. Travis Clous said that the gravel road and trail are the only amenities that are planned at this time and a playground is not planned. Commissioners discussed the intent of a PURD and the proposed density and amenities and gave Clous other ideas for other possible amenities to offset the density of the proposed PURD. Staff will work with the applicant to discuss other amenities.

Duell moved and McManus seconded to direct staff to prepare Findings of Fact in the matter of PD-2017-101 – Fox Run PURD.

*Yeas: Duell, McManus, Uithol, Robertson, Cline, Racine
Nays: None*

d. PD 2017-102 – US 31 Retail (7:45)

The subject parcel is located within the C-H Highway Commercial zoning District and is a use by right. The parcel is approx. 2.8 acres and is located at 3664 North US 31 South. Lighting and sidewalks have been addressed. Bill Crain represented the applicant and said that the proposed multi-tenant retail complex will use the existing access off of US 31. All structures existing will be demolished. A stormwater plan has been submitted and developers are currently going through the review process. As proposed, the use meets any drive thru stacking limits.

Duell moved and Robertson supported to direct staff to prepare Findings of Fact in the matter of PD-2017-102 US 31 Retail.

Yeas: *Duell, Robertson, Uithol, McManus, Cline, Racine*
Nays: *None*

e. Buffalo Ridge PUD (7:54)

Planner John Iacoangeli wrote Findings of Fact for the Buffalo Ridge Center Planned Unit Development (PUD 2014-02) which are subject to thirteen conditions. Iacoangeli believes that two conditions are not met. One condition not met according to Iacoangeli is that of "The uses and development are warranted by the design of additional amenities made possible with, and incorporated by, the development proposal." The other finding not met is that of pedestrian circulation and parking. Doug Mansfield of Mansfield and Associates reviewed the history of this PUD with Commissioners. He said that there is double the interior landscaping that is required by ordinance in the development and they continue to upgrade every element that was discussed. Mansfield maintains that the proposed PUD plan for Hobby Lobby meets or exceeds the ordinance and two of the conditions not met have to do with aesthetics and opinion. The items not met are not listed in the ordinance. Doug Luciani, of Traverse Connect, reviewed the project and said that Garfield Township may begin to be unwelcoming to developers. He asked for commissioners to approve the development as proposed. Mansfield said all criteria has been met and they comply with every zoning ordinance. Iacoangeli maintained that the findings of fact were a matter of interpretation and cited criteria in the ordinance – specifically as stated in Section 426 which discusses "additional amenities." Iacoangeli also maintained that pedestrian circulation as proposed was inadequate and that a pedestrian walkway would make the entire development more cohesive. He disagrees with the written interpretation of Planner Leslie Sickterman which also found that the proposed development met all requirements under the Garfield Township ordinance. Joe Serefa, developer of the Buffalo Ridge PUD, said that the proposed development has met all requirements and his buildings stand-alone businesses. Commissioners asked for a compromise which included a straight sidewalk between Hobby Lobby and the movie theater. Doug Mansfield proposes 18' parking spaces which would allow for at least 5' of walking area on the proposed path. Iacoangeli asked to see revised plans for further review. Commissioners liked the compromise.

7. Public Comment (9:15)

Ken Merrick of Creekside Drive commented on snow plowing and garbage collection times at Buffalo Ridge. He added that there was lots of noise at the development between the hours of midnight and 4am.

A gentleman commented on the time the garbage trucks arrive at Buffalo Ridge.

8. Items For Next Agenda October 25, 2017 (9:21)

a. Cancellation

9. **Adjournment**

Duell moved to adjourn the meeting at 9:22

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

Grand Traverse Conservation District
October 2017 Report

CONSERVATION TEAM

OWNER/PARKLAND: Garfield Township – Various

Administration

- Attended and provided updates at monthly Parks and Recreation Commission meeting.
- Met with Garfield Parks and Recreation Commissioner, Chris Remey, and interested citizens for an on-site field assessment of social trail development at the Commons.
- Communicated with Popp Excavating and Great Wolf Lodge to determine starting date for Kid's Creek connector trail installation.
- Coordinated Wildlife and Wetlands Solutions on the contracted treatment of woody invasive plants at Kid's Creek and Silver Lake Parks.

Routine Monitoring and Maintenance

- Monitored trails and trailheads at all Garfield parklands and replaced dog waste bags as needed.
- Removed down trees and cleared trails at Garfield parklands.
- Removed broken vehicle barrier bollards at the Commons on bridge adjacent to Greenspire School.
- Assessed social trail development and at the Commons to better determine trails to keep and deter.
- Met with trail steward to make headway on graffiti issues at the Commons.

Other

- Continued to work toward the replacement of the deteriorating railroad bridge and the Cass Road crossing of Miller Creek through the Drain Commission office.
 - Responded to severe flooding at Miller Creek to determine if flood waters are coming from the Creek and how severely the crossings are impairing flow.
 - Continued oversight and coordination of contractors (SEEDS) constructing boardwalk and viewing platform at Miller Creek.
 - Coordinated Wildlife and Wetlands Solutions on the contracted treatment efforts on woody invasive plants near the Boardman Pond bottomlands (funding provided by the Conservation Resource Alliance)
-

OWNER/PARKLAND: Recreational Authority – Hickory Meadows**Administration**

- Attended monthly Rec Authority and Hickory Meadows Advisory Committee (HMAC) meetings.
- Prepared an agenda for the HMAC meeting.
- Continued outreach with City staff and the Advisory Committee in regards to Hickory Hills Infrastructure Development plans.
- Continued outreach with Erik Takayama, from Grand Traverse Organics Landscaping, in regards to native buffer design between the Meadows and Hills property.
- Prepared draft restoration plan for plantings and seeding of proposed sites of disturbance due to Hickory Hills infrastructure development
- Drafted list of best practices for proposed Hickory Hills Development on the Meadows property.
- Worked with the Advisory Committee on user survey development.

Routine Monitoring and Maintenance

- Monitored all trails and trailheads, picked-up trash, and replaced dog waste bags as needed.
- Blew off leaves from trailheads as necessary.

Other

- Installed TRAFx trail counters at Hickory Meadows trailheads.
-

BOARDMAN RIVER STEWARDSHIP

- Restored erosion sites S744 & S745 along Kids Creek on property owned by Pine Grove Homes.
 - Restored 100' section of eroding bank along Kids Creek at the Hand Surgery Center located at the corner of Front and Division.
 - Continued to monitor the sediment basins at the Concrete Service to ensure they are functioning as designed.
 - Prepared for and gave an annual update to the Edwards Boardman River Stewardship Fund Committee to receive approval for the annual allocation from the Fund.
 - Met with the Village of Kingsley interim President, a DDA Board member, and a property owner re: flooding upstream of Blair Street. The flooding is caused by a build-up of rock rip-rap in front of the culvert under Blair Street. The site is next to the Middle School and it is suspected that students moved the rock.
 - Prepared for and gave a presentation to the Grand Traverse Leadership Academy's 2017 Class for Environmental Day.
-

ENVIRONMENTAL EDUCATION

Nature Center Visitation this Month: 626
Program Participants this month: 526
Drop ins this month: 100
Nature Center Visitation this year: 7,603

Nature Center Visitation October 2016: 712
Program Participants October 2016: 443
Drop in October 2016: 269
Nature Center Visitation since 2008: 78,216

Program Participation & Program Planning:

- 80 preschool aged children and their families participated in our twice weekly preschool programs at the Boardman River Nature Center
- Formed partnership with Disability Network Northern Michigan to launch an accessibility program at the Boardman River Nature Center and the Natural Education Reserve.
- Disability Network Northern Michigan completed an accessibility study on the Boardman River Nature Center and provided a short list of changes to make the Nature Center full accessible to disabled members of the community.
- Continued work on outdoor exhibits along the Fox Den and Sabin trailhead on the Natural Education Reserve.

MICHIGAN SAFE FOOD

- Attended the business meeting of Northwest Michigan Food and Farming Network. Attendees included representatives from Senator Debbie Stabenow's office, Michigan Farm Bureau, Grow Benzie, Crosshatch, Taste the Local Difference, Local Food Alliance, MSU Extension, Cherry Capital Foods and others.
- Michigan Apple Crunch, in conjunction with Cherry Capital Foods, was held October 25. The goal of the event is to encourage consumption of Michigan-grown apples, and emphasize the connection between farm and food. Celebrated during the GTCD staff meeting, 11 crunchers enjoyed their Honeycrisp apples from Altonen Orchards.
- Safe Food staff attended three different computer classes: Microsoft Powerpoint, Word and Excel.
- Met with Tim Slawinski and Kristin Esch from MDARD to discuss goals for Safe Food Program. Both attended the GTCD Board Meeting to provide an update on the Safe Food program.

MICHIGAN AGRICULTURE ENVIRONMENTAL ASSURANCE PROGRAM (MAEAP)

Farms Visited: 9 (Grand Traverse & Antrim), 6 (Leelanau & Benzie)

Risk Assessments Completed: 9 (Grand Traverse & Antrim), 2 (Leelanau & Benzie)

Farms Verified: 1

Updates:

- 10/3: Meeting with Program Coordinator of NMC's Institute of Agricultural Technology
- 10/4: Agrichemical container recycling program collection with G. Phillips and Sons
- 10/5: Benzie County Verification
- 10/11-10/12: Livestock*A*Syst and Manure Management Training in Charlotte and Fowler, MI
- 10/13: Leelanau Conservation District Field Day Agriculture Station
- 10/14: Pasture walk at The May Farm in Benzie County
- 10/17: Food and Farming Network Farmland Task Force Meeting
- 10/18: Food and Farming Network Business Meeting
- 10/19: Grand Traverse County Local Emergency Planning Committee Meeting
- 10/20: Freshwater Summit
- 10/21: Agriculture Field Day in Leelanau County
- 10/26: Performance evaluations with GTCD Executive Director

Current Projects:

- Working with:
 - 6 farms in Benzie
 - 9 farms in Leelanau
 - 8 farms in Grand Traverse
 - 8 farms in Antrim
- Risk Assessments Completed in October: 11
- Participating with the Food and Farming Network Farmland Task Force on updated outreach materials.
- Ongoing October-November: MDARD Well Monitoring Program
- Working with Jason Kimbrough with NRCS to help growers pursuing MAEAP get EQIP funding.
- Collaborating with Program Coordinator of Institute of Agricultural Technology at NMC to educate horticulture students about the MAEAP program.
- Beginning 2018 re-verifications

Upcoming Events:

- 11/1-11/3: MACD Fall Convention in Bellaire
- 11/8: Farmstead*A*Syst Training at Kellogg Biological Station in Hickory Corners, MI

- 11/10: Recording new MAEAP Educational Video at NMC
 - 11/7: Leelanau Conservation District Board Meeting
 - 11/15: Benzie Conservation District Board Meeting
 - 11/20: Antrim Conservation District Board Meeting
-

NORTHWEST MICHIGAN INVASIVE SPECIES NETWORK (ISN)

Active Contacts: 505	Acres Surveyed: 53
Passive Contacts: 12,927 +website	Sites Surveyed: 37
Volunteer Hours: 40	Acres Treated: 38.75
Volunteers: 13	Sites Treated: 31

Meetings/Presentations:

- 10/4 - Presented on invasive species to NMC class; 30 active contacts
- 10/5 - Kids Creek site visit w/ Master Gardeners
- 10/10-11 - Attended Pollinator Conference; 8 active contacts
- 10/12 - Held booth at Long Lake Elementary "Parents go to school" night; 5 active, 20 passive
- 10/16 - Presented Habitat Matters at Michigan Nursery & Landscape Assoc. Pesticide Credit Clinic; 20 active contacts
- 10/20 - Attended & held booth at Freshwater Summit; 10 active, 50 passive contacts
- 10/23-10/26 - Attended North American Invasive Species Managers Association conference in Reno; 5 active contacts
- 10/31 - Hosted ISN Partner Meeting; 30 active contacts

Treatments and Surveys:

- Buyback Program wrap-up: 144 barberry plants removed from 13 sites and replaced with non-invasives/natives
- Participation from 3 counties and 4 GBB landscapers
- PH treatments in 4 counties: 27 sites, 36 acres
- Treated OB in Grand Traverse Archie Park; 0.25 acres
- Site visits & Tx monitoring: 8 sites, 14 acres

Other Accomplishments:

- Delivered bootbrush station materials to partners
- EPA GLRI Progress Reporting completed (2015 & 2016)
- Facebook reach: 8,905 passive

Upcoming Events:

- Watch for Garlic Mustard Workbees in May

Acronyms and Abbreviations

AECOM	Boardman River Dams Project Engineers
BBAC	Brown Bridge Advisory Committee
BRNC	Boardman River Nature Center
CRA	Conservation Resource Alliance
DDA	Downtown Development Authority
DNR	Department of Natural Resources
ECR	East Creek Reserve
EPA	Environmental Protection Agency
EQIP	Environmental Quality Incentive Program
GBB	Go Beyond Beauty
GIS	Geographic Information System
GLRI	Great Lakes Restoration Initiative
GM	Garlic mustard
GTCD	Grand Traverse Conservation District
HMAC	Hickory Meadows Advisory Committee
ISN	Invasive Species Network
JB	Japanese barberry
MACD	Michigan Association of Conservation Districts
MAEAP	Michigan Agriculture Environmental Assurance Program
MDARD	Michigan Department of Agriculture & Rural Development
MISC	Michigan Invasive Species Coalition
MNLA	Michigan Nursery & Landscape Association
NER	Natural Education Reserve
NMC	Northwestern Michigan College
NRCS	Natural Resources Conservation Service
NWMFFN	Northwest Michigan Food and Farming Network
NWMISN	Northwest Michigan Invasive Species Network
OB	Oriental Bittersweet
SEEDS	501(c)3 nonprofit organization
SFP	Safe Food Program
Tx	Treatment



Charter Township of Garfield

Planning Department Report No. 2017-109

Prepared:	June 7, 2017	Pages:	1 of 1
Meeting:	June 14, 2017 Planning Commission	Attachments:	<input checked="" type="checkbox"/>
Subject:	Conceptual Review - Prince of Peace Church		
Applicant:	Prince of Peace Church		

INTRODUCTION

This is an application for conceptual review of an Institutional Use (Church) to be located on vacant land off of LaFranier Road and within the A-Agricultural district. The purpose of the conceptual review process is to allow the applicant to seek informal Planning Commission feedback on potential development projects prior to incurring major design expenses.

STAFF COMMENT:

As mentioned above, the property is currently zoned A-1 Agriculture and permits this use within the district by way of Special Use Permit. Based on a cursory review, there are numerous deficiencies that will have to be addressed. This is not uncommon at this stage, however it is best to identify some of the larger issues upfront and identified below:

1. The parcel has not been divided. The Land Division Act allows for the division of land however we will require the division to take place prior to accepting an application on the project.
2. A non-motorized passage in accordance with Section 522 will be required along the entirety of the site and accessing the site.
3. Institutional uses without fixed seating requires a minimum of 1 seat per 6 people and a maximum of 1 seat per 3 people. Any proposed parking over the maximum will be required to incorporate Low Impact Design standards such as pervious pavement or pavers.

With the understanding that a more formal review will take place once the application has been submitted any additional questions and /or concerns should addressed at this time.

ACTION REQUESTED:

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



Charter Township of Garfield

Planning Department Report No. 2017-103

Prepared:	October 17, 2017	Pages:	1 of 6
Meeting:	November 8, 2017 Planning Commission	Attachments:	<input checked="" type="checkbox"/>
Subject:	LaFranier Water Reservoir - Major Essential Service - SUP		
Applicant:	City of Traverse City		

INTRODUCTION

The application requests an approval of a Special Use Permit to add a 2,000,000 gallon water tank at 2930 LaFranier Road on a property that currently has an existing 4,000,000 gallon tank. The current water storage reservoir has been in existence since 1972 and is situated on approximately 5 acres of land.

SUBJECT PROPERTY

The proposed water reservoir is to be located directly behind the current water reservoir. The property has a 0-1% slope which is likely the result of grading the property when the original reservoir was constructed. It is mostly wooded on all sides with older growth mature trees. The parcel is absent streams, watercourses or wetlands, and has soils suitable for stormwater and /or overflow infiltration.

STAFF COMMENT

Major Essential Service installations are a use permitted in the A-Agricultural district by way of a special use permit. The property is currently and historically has been zoned agricultural. However, records of this use are non-existent, as are similar uses of this age.

Because the project requires a SUP there are general and specific standards that we are required to address. We will address the requirements further along in this report.

Major Essential Services, specific Standards: Section 737 B. (a)-(i)

- (a) An applicant proposing a Major Essential Service Facility in a residential district shall demonstrate that there are no other feasible and prudent alternatives other than to locate the Major Essential Service Facility in the proposed location. Furthermore, the applicant shall show that all reasonable efforts to locate the Major Essential Service Facility in an adjacent zoning jurisdiction have proven impracticable or an incompatible land use as determined by the Planning Commission.

The Planning Commission may find this standard does not apply for the following reasons:

- The use was originally installed in 1972 when all adjacent uses were vacant.
- The use is properly located within the A-Agricultural District and will be situated behind the current tank out of view from the vehicular travel way.

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

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

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- The use has been appropriately located and in conformance with all yard area, lot width, and setbacks required by the ordinance.
 - The applicant has placed the reservoir interior to the site, behind the existing reservoir as to minimize any visual intrusion from the use.
- (b) With the exception of elevated water storage facilities and electrical transmission towers and poles, major essential service facilities shall not exceed the maximum height requirements of the zoning district in which they are located.

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

- The project is exempt from the height provision, in addition, the proposal as submitted and proposed complies with the maximum height requirement of the district.
- (c) Major essential service facilities located out-of-doors shall to the extent possible be screened from view from adjoining properties and from road rights-of-way.

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

- The site is surrounded by a high number of mature coniferous and deciduous trees providing a highly effective buffer of the current 4 million gallon tank.
 - A 50' vegetative buffer on the east side of the property remains in place to screen the use from neighboring properties.
 - Additional screening on the south side of the property creates a larger buffer and setback than required by the Zoning Ordinance.
- (d) Equipment buildings intended to house major essential service facilities, such as well houses, pump buildings or equipment shelters, shall be constructed of face brick, decorative masonry, cement board or wood lap siding designed to resemble nearby structures. Provided, that a side of such equipment building that is not visible from a public right-of-way, may be constructed of common cement block or metal panels, if further screened with evergreen landscaping.

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

- Equipment buildings and chamber shelters will be screened from view and meet the standard for building materials.
- (e) Any above ground Major Essential Service Facility shall be fully secured from unauthorized entry either by construction of the facility itself or through fencing which meets the requirements of this ordinance.

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

- A security fence and monitoring system will be installed to ensure safety and security for the use.
 - A water monitoring system is also being installed to detect water fluctuation within the tank.
- (f) Compliance with the Township Non-Motorized Plan is required.

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

- The applicant will install a sidewalk in compliance with the non-motorized plan and zoning ordinance.

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- The sidewalk is approved as indicated on the submitted plans.
- (g) A Major Essential Service Facility located on a vacant parcel shall be considered the principal use of that parcel.

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

- The principal use of the property was established at the time the 4,000,000 gallon water reservoir was approved.
 - The property currently has a 4,000,000 gallon water reservoir established on the site, which is the principal use of the property.
 - The addition of a 2,000,000 gallon water reservoir is an extension of the principal use.
- (h) An above ground Major Essential Service Facility which is fenced or which is housed in an equipment building shall include a sign placard of not more than two square feet which shall indicate the owner or operator's name, address and emergency contact information. In addition, such facilities may include any required hazard warning signage.

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

- All required labeling, contact information and emergency information will be installed as required.

APPROVAL CRITERIA:

Section 423.E Approval Criteria for a Special Use Permit

In its review of an application for a Special Use Permit, the Township should consider, but is not necessarily limited to, the criteria as defined in § 423(E)(1) through § 423(E)(11). No single factor is controlling; instead, each must be weighed in relation to the other standards.

A special use is permitted may be granted 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:

- The proposed reservoir is compatible with the existing on site 4,000,000 gallon reservoir.
 - The proposed reservoir is generally compatible with the existing mixed residential and commercially approved PUD located to the south and east of the project.
 - The project is consistent with the Master Plan, which discusses the need for infrastructure to be placed in proper locations of high density.
 - Infrastructure studies have indicated the need for additional water storage in this area to supplement current and future growth.
 - The underlying zoning district is A - Agriculture and the use is permitted in the district.
- (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;

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

- The project is an expansion of the approved major essential service, which is required to serve Garfield Township and the immediate vicinity.
- The adjacent uses consist of a DPW pump station, high density assisted living facility, high density mobile home park and high density apartments, all of which followed the original reservoir and deemed compatible at the time of approval.

(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:*

- The project is defined as a major essential service. Therefore, nuisance concerns will be limited to construction and/or maintenance of the existing and proposed structures.
- The project has been designed to limit any adverse affects on neighboring properties by limiting vegetation removal, creating larger setbacks and limiting access to one entrance from LaFranier Road.

(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:*

- As previously noted, existing landscape buffers will remain to minimize adverse impacts on neighboring properties.
- The proposed reservoir will be located directly behind the existing reservoir eliminating view from the roadway and a large vegetative buffer will minimize view from adjacent properties and buildings.
- With the exception of constructing the use, the reservoir does not require parking, or produce noise at any level.

(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:*

- The development will retain numerous existing wooded areas to continue the natural screen and retain the existing natural features.

(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 not applicable for the following reasons:

- The project will be an expansion of the approved major essential service, which is required to serve Garfield Township and the immediate vicinity.

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- The project does not affect any of the above listed entities negatively.

(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:*

- The property has been designed to industry standards to ensure the safety of residents in the vicinity in case of an emergency.
- Safety lighting, security fences and existing vegetative buffers are intended to ensure the safety of residents, emergency services and neighboring properties.
- The project has been designed with a sidewalk to provide a safe pedestrian way along the roadway.

(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:*

- The project is proposed by a municipality to meet water storage requirements for the sake of the public interest and welfare of the general public.

(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:*

- The project does not propose to add any additional access points and will rely on the current access point only.

(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;

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

- The site has been designed to accommodate emergency services within the site and pedestrians along the roadway.
- The request is not a destination for public use but a request for public infrastructure.

(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 an expansion of an existing essential service.
- The water reservoir was constructed prior to the development of the surrounding parcels therefore the use encouraged growth and did not impede development in the area.
- The expansion of the use addresses concerns for water storage in this location and is now central to various high density uses envisioned in the Master Plan.

ACTION REQUESTED:

The purpose of this meeting is to adopt a Findings of Fact on the application. As such, the following motion is offered for consideration:


MOTION THAT the Findings of Fact for Application SUP-2017-02, as presented in Planning Department Report 2017-103, and being made a part of this motion, BE ADOPTED. (Motion to be made only following review and modification as necessary.)

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

MOTION THAT Application SUP-2017-02 BE APPROVED subject to the following conditions:.

1. Final engineering review and approval by the township engineer including all infrastructure, stormwater and FAA, if necessary.
2. All final reviews from agencies with jurisdiction shall be provided prior to any land use permits being issued.
3. The applicant shall provide two (2) full sized plan sets, one (1) 11x17" plan set, and one electronic copy of the full application (in PDF format) with all updates as required by the conditions of this approval and indicating compliance with all provisions of the Zoning Ordinance.
4. The applicant shall record promptly the amended Report and Decision Order (RDO) and any amendment to such order with the Grand Traverse County Register of Deeds in the chain of title for each parcel or portion thereof to which the RDO pertains. A copy of each recorded document shall be filed with the Township within ninety (90) days of final approval by the Township or approval shall be considered to have expired.

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

 Charter Township of Garfield Planning Department Report No. 2017-105			
Prepared:	October 9, 2017	Pages:	Page 1 of 6
Meeting:	November 8, 2017 Planning Commission	Attachments:	<input checked="" type="checkbox"/>
Subject:	Proposed 3-Unit Retail on N. US-31 South		
File No.	SPR 2017-03	Parcel No.	05-016-016-30
Applicant:	Alpha-31, LLC		
Owner(s):	Alpha-31, LLC		

OVERVIEW:

The subject parcel is approximately 2.8 acres in area and located at 3664 North US-31 South. The site topography is essentially flat with a very gradual slope to the East. Kids Creek runs along both the West and East ends of the site. Also, there is a wetland area along the East property line. The parcel's only road frontage is approximately 166 feet on North US-31 South.

The site was formerly occupied by the Alpha Center (health services) and is being used by Northpointe (auto sales) currently. The applicant proposes to demolish the three existing buildings on the parcel and construct a multi-tenant retail/food business complex. The proposed complex would be a single building consisting of three units constructed in a single phase. The uses of adjacent parcels include auto sales to the South, a cemetery to the East, and modular home sales to the North.



STAFF COMMENT:

The subject parcel is located within the C-H Highway Commercial zoning district. The C-H district lists "Retail Establishments not including Second Hand Stores" as a use permitted by right within that district. However, according to Section 321.D(1) of the Zoning Ordinance, "[a]pplications for development within the C-H district shall be reviewed by the Planning Commission for compliance with Article 4, Section 424 – Site Plans and Article 5 – Development Standards." In other words, although the use proposed is permitted by right within the underlying zoning district, the Planning Commission must review and approve the site plan according to the approval criteria listed in Section 424.F(1)(a)-(j) of the Zoning Ordinance. The Planning Commission is the final approval authority for this application and a public hearing is *not* required. This application is *not* required to be considered at the Township Board level.

Staff has reviewed the site plan for compliance with the Zoning Ordinance and the following are offered as points of discussion:

Non-motorized Circulation:

The Planning Commission may consider this concern met due to the following reasons:

- The Applicant has provided interior connectivity by way of raised sidewalks and crosswalks leading to adjacent properties.
- The applicant has agreed to construct a raised pedestrian way from the non-motorized trail to the proposed structure to avoid vehicular / pedestrian conflicts.

Lighting: The Planning Commission may consider this concern met due to the following reasons:

- The Applicant has resolved all lighting issues and finalized the photometric plan by adjusting the Kelvin rating, foot candles and fixtures.

Bicycle Parking: The Planning Commission may consider this concern met due to the following reasons:

- Bicycle parking has been adjusted to provide an adequate amount of spaces to the project.
- Bicycle parking, as modified, complies with the non-motorized parking standards of the Ordinance.

Stormwater: The Planning Commission may consider this concern met due to the following reasons:

- Stormwater plans have been provided to accommodate the large impervious surface of the site.
- Stormwater will be directed into two storm basins appropriately located and designed.

Approval Criteria:

This application was introduced to the Planning Commission at its October 11, 2017, regular meeting via PD Report 2017-102 and the Commission directed Staff to prepare Findings of Fact as follows:

The following approval criteria as listed in Section 424.F(1)(a)-(j) of the Zoning Ordinance are offered for your consideration:

F. Review Standards

(1) Standards for Approval – Site Plan or Site Development

An administrative site plan or site development plan shall conform to all provisions of this ordinance and to the following site development standards which shall be reflected on the plan:

(a) Required Information. All required information shall be provided.

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

- Staff has determined the application to be substantially complete.
- All plans have been updated to reflect the required standards of the ordinance and Article 5 Development Standards.
- The Applicant has addressed concerns outlined by the Planning Commission.

(b) **Outside Agencies.** All applicable standards of outside agencies shall be met and all required permits and approvals from outside agencies shall be secured, or be made a condition of approval.

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

- All agencies with jurisdiction have provided favorable reviews on the proposal.
- The applicant is required to comply with all agencies with jurisdiction.

(c) **Essential Facilities and Services.** Adequate essential facilities and services, including highways, streets, police, fire protection, drainage structures, refuse disposal, water and sewage facilities, and schools, shall be available.

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

- As the site is a proposed redevelopment of an existing commercial property, it is unlikely to create significant additional demand for essential facilities and services.
- The site fronts on a major highway and will be serviced by existing public sewer and water.
- The property has traditionally been used as commercial/office without overburden to Municipal services.

(d) **Natural Features.** Sensitive natural features, or existing natural features that provide a buffer between adjoining properties, or assist in preserving the general appearance of the neighborhood, or help control soil erosion or stormwater, shall be preserved to the greatest extent possible.

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

- The site is located within the Kids Creek Watershed and two of the Creek's branches run through the property; one along the East side and another along the West. Proposed structures are set back 50 to 75 feet from these streams in accordance with Section 535.A(1)-(4) of the Zoning Ordinance, and on-site stormwater controls using two retention basins are proposed to preserve water quality in accordance with Section 523 of the Zoning Ordinance and Ordinance 49.
- The proposal does not disturb the wetland area along the East property line, as the rear parking area is set back 25 feet from its edge in accordance with Section 534 of the Zoning Ordinance.

(e) **Site Design.** All buildings and structures shall be designed, situated, constructed, operated and maintained so as to be harmonious, compatible, and appropriate in appearance, with the existing or intended character of the general vicinity. Site design shall minimize adverse effects upon owners and occupants of adjacent properties and the neighborhood.

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

- As the existing three structures are underutilized and dated, it appears that the proposed structure will be a visual and economic enhancement to the site and surrounding area.
- The proposed building is designed such that all uses are contained in a single structure near the center of the parcel, thus minimizing conflicts with neighboring uses.
- Access to adjacent properties is provided via two proposed connections which meet the intent of Section 321.D(1)-(4) of the Zoning Ordinance in enhancing vehicular circulation within the property as well as between neighboring properties.

(f) **Orientation.** Primary buildings or structures shall be oriented so that their main entrance faces the street upon which the lot fronts. If the development is on a corner lot, the main entrance may be oriented to either street or to the corner.

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

- The single building proposed is oriented such that its main entrance(s) faces North US-31 South.
- The multi-tenant building has been oriented in a manner that clearly shows the tenants of the structure to passerby traffic.

(g) **Vehicle and Pedestrian Systems.** The development, where possible, shall provide vehicular and pedestrian circulation systems which reflect and extend the pattern of streets, pedestrian and bicycle ways in the area. A proper relationship between existing and proposed roadways and parking areas shall be demonstrated, and the safety and convenience of pedestrian and vehicular traffic shall be assured. Travelways which Charter Township of Garfield Zoning Ordinance Article 4, Page 4-31 connect and serve adjacent development shall be designed appropriately to carry the projected traffic.

*The Planning Commission may consider the vehicular standard to be **met** for the following reasons:*

- The applicant has provided an interior service road to properly circulate vehicular traffic throughout the site and connect to adjacent properties.
- A non-motorized connection from the trail to the parcel has been curbed to provide a safety barrier from vehicular traffic.
- All potential Non-motorized and vehicular conflict points have been striped.
- The vehicular and pedestrian circulation design is designed in accordance with the standards of the zoning ordinance.
- The design is in compliance with Section 321.D(1)-(4) of the Zoning Ordinance which limits

(h) **Shared Drives.** Where the opportunity exists, developments shall use shared drives. Unnecessary curb cuts shall not be permitted.

Planning Commission - Findings of Fact

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

- In accordance with Section 321.D(1)-(4) of the Zoning Ordinance, the development proposes two internal vehicular connections which provide access to the parcels located both to the North and South of the subject parcel, thus eliminating the need for vehicles to pull out onto North US-31 South to enter the neighboring businesses.
- No new curb cuts are proposed as the entrance off of North US-31 South already exists.

(i) **Impervious Surfaces.** The amount of impervious surface has been limited on the site to the extent practical.

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

- The applicant proposes a net reduction in the amount of impervious surface on the parcel and enhanced stormwater control capacity.

(j) **Master Plan.** The proposal is not in conflict with the land use policies, goals and objectives of the Township Master Plan.

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

- The proposal fits with the intent of the Master Plan, as the parcel and surrounding vicinity are envisioned as Mixed Use Business on the Future Land Use Map. The Mixed Use Business district accommodates a wide range of businesses.

ACTION REQUESTED:

For this application and any other within the Highway Commercial (C-H) district, the Planning Commission is the *final* approval authority (*see* Section 321.D(1)).

Following an opportunity for applicant presentation, public comment, and Planning Commission discussion, if the Commission is prepared to make a decision, the following separate motions in support of approval are offered for consideration:

(MOTION) THAT Findings of Fact for application SPR 2017-03, attached to PD Report 2017-105 and forming part of this motion, BE APPROVED
(*to be adopted only after review of the Findings of Fact document provided above*).

(MOTION) THAT application SPR 2017-03, submitted by Alpha-31, LLC to construct a 3-unit retail space on parcel 05-016-016-30, BE APPROVED, *with the following conditions 1-3 as stated in PD Report 2017-105:*

1. All agency reviews and final engineering review by the Township's consultant are received and deemed compliant prior to issuing a Land Use Permit or Building Permit.

Planning Commission - Findings of Fact

2. That cross-access easements be provided to the adjacent properties to the North and South and recorded with the Grand Traverse County Register of Deeds office following Staff review.
3. The applicant shall provide two (2) full sized plan sets, one (1) 11x17" plan set, and one electronic copy of the full application (in PDF format) with all updates as required by the conditions of this approval and indicating compliance with all provisions of the Zoning Ordinance.

Any additional information that the Planning Commission determines to be necessary should be added to the motion. If the Planning Commission is not satisfied with the level of information provided to date, the above motion would be premature and should not be adopted.



Charter Township of Garfield
Planning Department Report No. 2017-71

Prepared:	August 2, 2017	Pages:	Page 1 of 1
Meeting:	November 8, 2017 Planning Commission	Attachments:	<input checked="" type="checkbox"/>
Subject:	2017 Draft Township Master Plan Adoption Process Overview		

INTRODUCTION:

The purpose of this report is to provide a brief overview of the process and specific steps required for the Township to formally adopt the 2017 Master Plan in accordance with Sections 39, 41, and 43 of the Michigan Planning Enabling Act (MPEA; 2008 PA 33). For your reference, these sections are attached to this report as well as a checklist for master plan adoption provided by the MTA. The most current draft of the Township's Master Plan is attached for your review.

STAFF COMMENT:

The Master Plan adoption process proceeds as follows:

1. Distribution of the Proposed Master Plan for Review and Comments:

- The Planning Commission must submit the proposed plan to the Township Board for review and comment. The adoption process cannot proceed unless the Board approves distribution of the proposed draft.
- Once approved for distribution, the proposed plan must be sent to neighboring jurisdictions, the County, public utilities and railroad companies operating within the Township, the County Road Commission, and MDOT.
- At the same time, the Secretary of the Planning Commission must submit a signed statement to the County that includes a full list of names, with addresses and date of submittal, of everyone receiving the plan. Notice of the public hearing to be held following the comment period may also be included along with the plan.

2. Comment Period:

- Each of the entities receiving the proposed plan may submit comments within 63 days after the plan was sent to that entity. Comments are advisory only.

3. Public Hearing:

- After the comment period for all entities ends, the Planning Commission must hold at least one public hearing on the proposed plan.

4. Approval:

- To approve the master plan, the Planning Commission must approve a resolution adopted by the affirmative votes of no less than a majority of the members of the Planning Commission.

ACTION REQUESTED:

To get the adoption process underway, the Master Plan must be submitted to the Township Board for review, comment, and distribution. At this point, the Planning Commission should decide whether to hold a public hearing before or after submitting the Plan to the Board.