

		<b>Charter Township of Garfield</b>	
		<b>Planning Department Report No. 2018-16</b>	
Prepared:	January 9, 2018	Pages:	1 of 8
Meeting:	March 13, 2018-Township Board	Attachments:	<input type="checkbox"/>
Subject:	2017 Annual Report		

### **Introduction**

This 2017 annual Planning Report was prepared pursuant to the requirements of Section 19(2) of the Michigan Planning Enabling Act, which states:

"A planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development."

This report is intended to serve as the Planning Commission's report to the Township Board, as required above, and will also outline the activities of the Planning Department in the 2017 year.

### **Boards & Commissions**

The Planning Department participates in various committees and provides support services to various Commissions and Boards, which include:

- Garfield Township Board
- Garfield Township Planning Commission
- Joint Traverse City and Garfield Township Planning Commission (Grand Traverse Commons)
- Joint Traverse City and Garfield Township Recreation Authority (as needed)
- Garfield Township Parks & Recreation Commission (Annual report submitted)
- Hickory Hills Advisory Committee
- Traverse Transportation Coordinating Initiative (TTCI) *formerly* TC-TALUS
- Among others

### **Administration**

The Planning Department was responsible for generating 133 reports in 2017, (compared to 78 reports in 2016) to the various Boards, Commissions and Committees listed above. This number far exceeds those generated by East Bay, Elmwood, Blair and Acme Townships combined. Routine tasks also include site visits, dialogue with the development community to ensure that development applications are complete and ready to be brought before the Planning Commission, monitoring development approvals to ensure projects are completed efficiently and as approved by the Planning Commission and Township Board, preparing development plans for our park system and administering grants (thanks Dorothy).

As current documents and plans are finalized in 2018, attention will be shifted to successor documents and ordinances to help the Township realize the goals of recently adopted documents. These may include sub-area plans, corridor planning, lake protection plans, etc. This, combined with yet another projected

year of strong growth, as well as planning for upcoming grant applications, will continue to demand efficiency in the administration of the Planning Department.

### **Planning Commission**

The Planning Commission meets the second and fourth Wednesday of each month and is responsible for reviewing development applications, preparing plans, and advising the Township Board on development matters and zoning amendments. The meeting schedule allows the Planning Commission to hear, review and decide on projects during the first meeting and to advance the interests of the community by holding a work session during the second meeting of the month. This schedule will continue throughout 2018.

### **Garfield Township Zoning Ordinance**

Following several years of work by the Planning Commission, the new Garfield Township Zoning Ordinance was adopted in 2015 and has proven to be far more user friendly than the antiquated ordinance it replaced. Our goal is to continue to address areas of the ordinance that fail to meet the intent of a more efficient and more user friendly ordinance. A brief description of those changes is provided further along in this report.

### **Master Plan**

A community survey was drafted and mailed to a random sampling of Garfield Township residents to solicit public opinion on how we are growing and where we are heading. The information received has assisted the Planning Commission in creating and supporting current and future Master Plan goals and objectives. In addition to public opinion, it is very important to collaborate with community leaders, emergency services, schools and other public service entities to understand how their future plans coincide with ours.

Staff has had ongoing discussion with community stakeholders such as TCAPS, BATA, Cherry Capital Airport, GT Metro Fire, and the Sheriff's Office to understand each agency's current and future infrastructure needs and how each need relates to our community now and into the future. In addition to the Master Plan survey, the Planning Commission discussed the current Future Land Use Map and made adjustments to encourage infill of dilapidated or underutilized properties rather than encouraging the outward growth of our community. Corridor Planning was a big topic of discussion this year as was residential growth and density. The Planning Commission completed its preliminary work on the Master Plan in November, however due to the departure of our "snowbirds" additional public meetings have been postponed until those residents return.

### **Continued Collaboration**

#### **Cherry Capital Airport**

Frequent meetings with Kevin Klein (Cherry Capital Airport) have certainly helped Staff understand the long and short term plans associated with the airport property and properties within the flight paths. The township worked with airport representatives to negotiate Avigation easements and efforts to remove obstructions (trees) from the flight path. Proceeds from the agreement will be used to delineate the park area and provide associated amenities to serve the neighborhood.

**TCAPS**

Staff continues to meet with Paul Soma (TCAPS) and the TCAPS Board to discuss population shifts and growth patterns within our community. Growth and development patterns can significantly alter the student population from one year to another, so it is important that we have an open dialogue with the school system. For example, the development occurring on LaFranier Road has the potential of increasing the student population at Cherry Knoll or Traverse Heights elementary by several hundred kids over the next 2-3 years. This population increase could prove challenging for administrators if they are not informed in advance of a project of this magnitude. According to TCAPS, Garfield Township continues to be the only community that meets regularly with TCAPS representatives and their Board to discuss growth and we will continue to do so moving forward.

**BATA**

Our relationship with BATA continues to grow as we work towards our goal of providing a safe, convenient and affordable transportation option to those in need. The Planning Commission and Staff continue to encourage multi-modal transportation by requiring developers to incorporate bus stops within mixed use or high density projects. The intent of this regulation is to avoid on-street bus stops on roadways that do not have safe off road pedestrian circulation. Recent discussions have involved identifying areas of high ridership need and mapping these locations for future bus stop considerations. We will continue to work with BATA to provide safe transportation alternatives as we move into 2018.

**Grand Traverse County Sheriff**

The Sheriff's post within the township hall continues to be an asset to Staff and residents alike. A continuous dialogue and willingness to assist Staff with violations, crime statistics and plan review continue to prove beneficial.

**Conceptual Reviews**

Conceptual reviews were established to allow developers and applicants the ability to appear before the Planning Commission with little more than a concept and basic site plan. This procedure provides the applicant with valuable feedback to gauge the Planning Commission's interest in the project before an application is submitted. This process has been very useful to developers as they are able to discuss a potential project without having to first secure a planner, engineer, surveyor, etc. to complete an application. The following projects were brought before the Planning Commission for discussion in 2017:

1. Fox Run - PURD
2. Kensington Park- Amendment Consideration
3. Cass Road Event Center - Rezoning request
4. Prince of Peace Church - New construction proposal
5. Living Hope Assembly of God - Rezoning request

**Administrative Reviews**

The Director of Planning can now administratively approve projects provided they fall within the confines of the zoning ordinance. This procedure improves efficiency on minor requests. The following requests were administratively reviewed.

1. SUP 2005 -05 (G) - Lone Tree - AA

The subject property is located within the Lone Tree PUD, at the corner of North Long Lake Road and Lone Pine Road. The application requests amendments to the Lone Tree mixed use PUD, specifically, Lone Tree II Condominium to eliminate units 45 and 46 to create additional open area. According to Article 4 Section G.(4)(a) of the Garfield Township Ordinance the Director of Planning may authorize an Administrative Amendment provided specific criteria can be satisfied. The Planning Department now requires any Administrative Amendment to be justified in writing and provided to the Planning Commission. This application was approved.

## **2. SUP 2005 - 05 (H) - Beers Dentistry - AA**

The application requests an addition to the parking area and expansion of the building. Following research into the application it was found that the applicant could move forward by way of an Administrative Amendment. Article 4 Section G.(4)(a) of the Garfield Township Zoning Ordinance states the Director of Planning may authorize an Administrative Amendment provided specific criteria can be satisfied. The Application was approved.

## **Development Reviews**

The Planning Commission reviewed and approved numerous projects in 2017, which included Site Plan Reviews, Planned Unit Developments, Special Use Permits and zoning text and map amendments. A brief description of those reviews follows.

### **SUP- 2017- 01- Fox Run Multi-Family PURD Project - (Ongoing)**

The property is currently zoned R-3 Multi-Family Residential and allows apartments by way of a Special Use Permit (SUP) or Planned Unit Residential Development (PURD). The property is approximately 8 acres in size, of which 3.75 acres is open space, leaving 4.25 acres of developable land. When the new Zoning Ordinance was adopted, new design standards for Planned Unit Residential Developments (PURD's) were implemented to encourage quality of life and neighborhood interaction. The design, as proposed, contemplates transferring the density from the low wet areas (3.75 acres) and clustering it upfront to provide a density of approximately 10 units per acre. This project is ongoing yet proposes Low Impact Design for storm water collection, sidewalks and nature trail.

### **SPR 2017-01 - Life Story Access Drive - (Approved)**

The subject property is a 5.4-acre parcel located at 400 West Hammond Road (north side of the road) between North Garfield Road and Townline Road East. The service drive is proposed along approximately 400 feet of the property's northern road frontage on West Hammond Road. The site is gently rolling and slopes from the south (near West Hammond Road) to the north and northwest. Runoff from the site discharges to unnamed tributaries of the Mitchell Creek. There is a substantial amount of wetland area surrounding the natural drainage-ways. Following approval of the service drive it was discovered that the property located to the west had a conservation easement that would preclude connection therefore, that portion of the service drive has been waived. This project was approved with conditions.

### **SPR 2017-02 - Home Suites Hotel - (no action)**

The subject property is located on US - 31 and makes up a portion of the old Bill Marsh properties. Due to the incompleteness of the project submittal, the application remains a question mark.

**SPR 2017- 03 - US 31 Retail - (Approved)**

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 North Pointe (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. This project was approved with conditions.

**SUP 2017- 01 - Northern Building and Supply - (Withdrawn)**

The property is located on the corner of S. Airport and Keystone Roads, has an address of 1701 S. Airport Road and is the current site of Northern Building Supply. The application requested a Special Use Permit to establish a commercial retail business (furniture store) within the I-G General Mixed Use Industrial Business District. Due to the use being retail in nature it is required to obtain a SUP. The application was withdrawn following the public hearing.

**SUP 2017- 02 - Water Storage Project - City of Traverse City - (Approved)**

The application requests 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. The application was approved.

**SUP 2017- 03 - Newman Mobile Home Sales (Ongoing)**

The property is located along North US-31 South, and to the east of the Meadow Lane Mobile Home Community. The Applicant requests to establish a mobile home sales on the property. The Ordinance permits both "Modular/Manufactured Home Sales" and "Mobile Home Sales" by way of a Special Use Permit (SUP) in the C-G District. This application is scheduled for public hearing in February 2018.

**SUP 2017- 04 - Hickory Hills - City of Traverse City (Ongoing)**

The application requests approval of a Special Use Permit (SUP) to begin implementation of the Master Plan for the Hickory Hills Ski Park and Recreation Area. Hickory Hills is located within the Charter Township of Garfield and owned by the City of Traverse City. In 2014, a partnership between the City of Traverse City, the Charter Township of Garfield, Preserve Hickory, and the Grand Traverse Ski Club was formed. This group jointly funded a Master Plan for Hickory Hills that was adopted by both Municipalities. This Master Plan was intended to reinvigorate and reinvent Hickory Hills, transforming it into an all-season recreation destination. This application is scheduled for a public hearing in February 2018.

**SUP 1996 - 01 - Aldi Sign Request - Withdrawn**

The application requests replacement of signs permitted within the PUD. Following discussions the applicant has withdrawn the application and decreased the sign size to within administrative allowance.

**SUP 2015-01 (B) Ridge 45 Amendment - (Approved Phase 3)**

This application requests a Major Amendment to Special Use Permit approval granted in 2015 to construct the third phase of an apartment project on a 30-acre development site on La Franier Road, just north of the intersection of Hammond Road. A Major Amendment, as opposed to an Administrative or Minor Amendment, is required under Garfield Township's Zoning Ordinance because the third phase of the development requests larger land area than indicated in the original application (*see* 423(G)(6)(c)).

**SUP 2015-01 (C) Ridge 45 Amendment - (Phase 4)**

The application requests a Major Amendment to Special Use Permit (SUP) approval granted in 2015 to expand the Ridge 45 apartment project on La Franier Road. This Major Amendment affects two parcels immediately south of the approved third phase of Ridge 45 on La Franier Road, approximately one-quarter of a mile north of the intersection at Hammond Road. The proposed development area consists of approximately 7.9 acres on the western side of the site. The subject properties are each currently vacant. This application is scheduled for a public hearing in February 2018.

**Z - 2017 01 - Teter Rezoning - (Approved)**

The subject property is located at 2535 W. Front Street and is the last remaining non-commercial parcel in that area. The application proposes to rezone the property from the current R-3 Multi-family Residential to C-O Office Commercial, without restriction. The rezoning was approved.

**Z - 2017 02 - Ridge 45 Rezoning - (Approved 30 acres)**

The application affects three properties along La Franier Road at the intersection of Hammond Road. The property in its entirety is approximately 30 acres in size and has a small pocket of wetlands at the southeast corner of the property. The property is of adequate size to support a potential southward expansion of the apartment complex or support a PUD development. Based on this Future Land Use classification in the Master Plan, and the fact that the La Franier Road corridor has been and remains a targeted corridor for medium to high density residential development, Staff determined the rezoning request to be consistent with the Master Plan. The rezoning was approved.

**Z - 2017 03 - Serra Autoworks - CRA - (Approved)**

The subject property is approximately 2.9 acres in size and located at 940 Boon Street. This property was granted a conditional rezoning to C-2 (now C-G) with restrictions in 2007 to accommodate an expansion of the car dealership. The Conditional Rezoning Agreement (CRA) set certain stipulations and timelines to ensure the property was developed in a timely manner, which may or may not have been met. Regardless, the procedure for approval of an application and major amendment is the same. Therefore, the application will replace the language currently in place and include a site plan, as required. The application was approved with conditions. The Township Board adopted the Resolution for approval at their January meeting.

**Z - 2017 04 - Cherryland / U-haul - Text Amendment**

The application proposes two Text Amendments to the Garfield Township Zoning Ordinance to amend Article 2 Definitions and Article 3 Planned Shopping District to allow "Retail and Self-Storage and Truck and Trailer Share" as a use within the district. This request is specific to U-Haul and the recently vacated K-Mart however it would affect numerous properties located in the C-P Planned Shopping District. The use is currently permitted within the two industrial districts and without justification to expand into prime commercial areas. Following a public hearing in January and Staff's recommendation to deny the request, the Planning Commission has requested a study of the C-P District. The Applicant requested the PC to table the request in favor of review.

**Z - 2017 05 - Scussel Hammond Road**

This Property is subject to a Conditional Rezoning Agreement (the "Agreement") entered into and recorded at 2008R-07868, Grand Traverse, County Register of Deeds, whereby the Property was rezoned from A-1 Agricultural, to C-2, General Business with restrictions and limitations (2008). The Applicant requests withdrawal of the Agreement and desires to enter into a new Conditional Rezoning Agreement to further restrict the use of said land. The Property would be subject to a new Conditional Rezoning

Agreement (CRA) whereby the Property is rezoned from the current C-2, General Business to A-1 Agricultural, with restrictions and limitations. The subject property is approximately 20 acres in size, with a street address of 478 Hammond Road. The Applicant has voluntarily offered to protect and preserve the property from development, eradicate invasive species, improve habitat for waterfowl and wildlife and increase the properties conservation value. This application has been recommended for approval to the Township Board.

#### **Z - 2017 06 - Brickways Rezoning**

The application requests to rezone two properties totaling approximately 12 acres of land from the R-1 One-family Residential District to the R-3 Multi-family Residential District, without restriction. The property is bordered by Rennie Street to the west, the Traverse City Golf and Country Club to the north, vacant land to the east, and S. Airport the south. The application is anticipated to be recommended to the Township Board for consideration.

#### **Z - 2017 07 - MC Sports - (withdrawn)**

The application requests to rezone approximately 8.4 acres of land from the C-P Planned Shopping District to the C-G General Commercial District, without restriction. The subject property is the site of the building formerly occupied by MC Sports. The property is bordered by North US-31 South to the west, Williams Chevrolet to the north, the Grand Traverse Mall to the east, and West South Airport Road to the south.

#### **PUD - Buffalo Ridge PUD - Amendment - Hobby Lobby**

An amendment to allow a retail use within the approved Buffalo Ridge PUD was submitted for consideration. Due to the lawsuits filed against the Director of Planning and Township in 2016, a planning consultant was retained (at the applicants cost) to review the project. You may recall that the lawsuits failed and the Court required the owner to install a bike path. The bike path has since been installed as required by the court order, however safe pedestrian circulation continues to be an issue with the site. The Application is apparently ongoing as of this report.

#### **Joint Traverse City & Garfield Township Planning Commission**

The Joint Planning Commission is comprised of City and Township residents, appointed from their respective Planning Commissions and one member jointly appointed by both municipalities. Following numerous public and stakeholder meetings on the Grand Traverse Commons Zoning Ordinance, the joint planning commission unanimously recommended adoption of the document to the City Commission and Township Board, who adopted the plan at a joint meeting in May 2017. The form-based code will regulate the specific Commons area campus and is separate from the Township's regular Zoning Ordinance.

#### **Planning Recognition**

- Garfield Township received another 4-star rating from a U of M Dearborn study that measures economic growth among top communities in the State. The planning department has been providing annual growth information to the eCities program consistently since 2012. The study examines policies, tax incentive programs, and growth information to determine Michigan's top municipalities in economic growth.
- The Grand Traverse Commons Zoning Ordinance, which was a joint effort with Traverse City received recognition at the GT County awards in 2017. Rather than naming the municipalities as

recipients of the award, we asked that Carol Hale, Chairperson of the Joint Commons Planning Commission and long standing advocate of the State Hospital property be granted the award.

**Conclusion**

2018 should be a very busy and exciting year as we anticipate adoption of the new Garfield Township Master Plan.. Following the adoption of the above mentioned document the Planning Commission will likely be shifting focus to implementing the goals of the Master Plan and identifying roadways in our community most in need of a corridor plan. It is also expected that development projects will continue to increase as the economy continues to excel, however, it is important to continue the vision for the future of this community and to not succumb to the pressures and politics of unplanned community growth.

**RECOMMENDATION:**

The following motion would be appropriate if the Planning Commission is prepared to accept and forward the 2017 Annual Report to the Township Board (with amendments as noted, if necessary):

THAT the 2017 Planning Commission Annual Report, as contained in PD Report No. 2018- 16 BE ACCEPTED and forwarded to the Garfield Township Board as required by Section 19(2) of the Michigan Planning Enabling Act.