

	Charter Township of Garfield Planning Department Report No. 2020-10		
Prepared:	January 8, 2020	Pages:	6
Meeting:	January 22, 2020 Planning Commission	Attachments:	<input type="checkbox"/>
Subject:	2019 Planning Commission Annual Report		

INTRODUCTION:

The 2019 Charter Township of Garfield Planning Commission Annual Report was prepared pursuant to the requirements of Section 19(2) of the Michigan Planning Enabling Act (“MPEA”), 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 in accordance with the MPEA as quoted above, and it will also outline the activities of the Planning Department during 2019.

BOARDS AND COMMISSIONS:

The Planning Director and Deputy Planning Director serve on various committees and provide support services to several boards and commissions, including but not limited to:

- Garfield Township Board of Trustees (Staff)
- Garfield Township Planning Commission (Staff)
- Garfield Township Parks and Recreation Commission (Staff)
- Garfield Township Zoning Board of Appeals (Liaison)
- Joint Traverse City and Garfield Township Planning Commission (Staff)
- Joint Traverse City and Garfield Township Recreation Authority (as needed)
- Traverse Transportation Coordinating Initiative (TTCI) (Technical Committee Member)
- Grand Traverse County Road Commission (Garfield Township Alternate Representative)

ADMINISTRATION:

The Planning Department was responsible for generating 158 Staff Reports in 2019 (compared to 125 in 2018 and 133 in 2017) for the various boards, commissions, and committees listed above. Day-to-day tasks also include dialogue with Garfield Township residents, the development community, other community stakeholders, and partner organizations; review of new and ongoing development applications for completeness and compliance with the Zoning Ordinance; monitoring development approvals as they proceed through the approval process; administering grants and parks and recreation activities; and site visits.

PLANNING COMMISSION:

The Planning Commission meets the second and fourth Wednesdays of each month and is responsible for reviewing development applications, preparing plans, and making recommendations to the Township Board on development applications and zoning amendments. This meeting schedule allows for 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 2020.

JOINT MEETING:

A joint meeting of the Township Board and Planning Commission was held on February 27, 2019. Of the key outcomes, the following actions were taken in 2019:

- The Planning Commission amended the Zoning Ordinance to remove the decibel requirement for car washes and incorporate other standards related to car washes.
- Township Board passed an ordinance to opt out of the recreational marijuana provisions.
- Planning Department staff facilitated a strategic planning process for the Township Board. The Township Board adopted a Strategic Plan on August 27, 2019.
- Planning Commission initiated a redevelopment planning effort for the east side of the Township. The Barlow Garfield Neighborhood Plan is expected to be completed soon.

STRATEGIC PLAN:

From June to August 2019, Planning Department staff facilitated a strategic planning process for the Township Board. The Board identified several strengths, weaknesses, opportunities, and threats facing the Township. These were used to form the vision statement, mission statement, and goals to guide the work of the Township Board, its appointed boards and commissions, and staff. The Township Board adopted the Strategic Plan on August 27, 2019. Goal topics of the Plan include: Community Identity, Economic Development, Public Safety, Parks and Trails, Water Quality, Housing, Transportation & Infrastructure, Partnerships, and Fiscal Responsibility.

BARLOW GARFIELD NEIGHBORHOOD PLAN:

Initiated in 2019 by the Planning Commission, the Barlow Garfield Neighborhood Plan will be Garfield Township's plan to help guide future land use and development for a portion of the east side of the township. This neighborhood, the study area for the subplan, includes both sides of the street on portions of Barlow Street, South Airport Road, Garfield Avenue, and surrounding sites. Once adopted, the Plan will be part of the Township Master Plan. The Plan also serves as a template to conduct other subarea plans around the Township where more focused attention to planning and zoning is needed.

CONCEPTUAL REVIEWS:

Conceptual reviews were established in the 2015 Zoning Ordinance to allow for applicants to appear before the Planning Commission with little more than a concept for development. This process is intended to provide an applicant with valuable feedback to gauge the Planning Commission's interest in a potential project before a full application is submitted. This process has been utilized by several applicants as they are able to discuss a potential project without having to first enlist surveying, planning, and/or engineering services to complete an application. The following projects were conceptually reviewed by the Planning Commission in 2019:

- Harris Hills Single Family Residential Development - Site Condominium
- Living Hope Church Addition - Special Use Permit
- LaFranier/Hammond Commercial Development - Conditional Rezoning
- Traverse City Senior Living - Planned Unit Development
- Village at LaFranier Woods Senior Living - Planned Unit Development
- 3077 Garfield Road Commercial/Warehousing Development - Conditional Rezoning

ADMINISTRATIVE REVIEWS:

In some specific cases, the Director of Planning can administratively approve projects provided that they meet all requirements of the Zoning Ordinance. This procedure significantly improves efficiency in the review of minor requests. The Planning Department requires that any Administrative Amendment be

justified via written findings and provided to the Planning Commission. The following five applications were administratively reviewed and approved in 2019:

- **SUP 2005-06-C Culver Meadows SUP Administrative Amendment**
The subject parcel is located on the north side of West Silver Lake Road, just south of Secor Road. The parcel address is 1661 N. West Silver Lake Road and is zoned R-1 One-Family Residential. The request was to amend the Culver Meadows Special Use Permit to add a 480-square foot storage building.
- **SPR 2000-09-G Chelsea Park West PUD Administrative Amendment**
The subject property is located within the west portion of Chelsea Park Planned Unit Development and is accessed via Hartman Road. The request was to amend Chelsea Park Planned Unit Development to reconfigure less than 15% of the residential units. 172 apartment dwellings were approved for the Chelsea Park West portion of the Planned Unit Development. There will be no change in the number of approved units. Building #8 (8 units) is proposed to be removed. Building #9 will be renumbered as Building #8. Building #1 (16 units) is proposed to be increased by 8 units to 24 total units.
- **SUP 2000-08-J Copper Ridge PUD-Building 7-Administrative Amendment**
The subject property, Building 7, is located within the Copper Ridge Planned Unit Development located off Silver Lake Road, north of Barnes Road. The request was to amend Building 7 at Copper Ridge Planned Unit Development to allow for a covered building entry and medical mobile unit parking stall.
- **SUP 2000-03-B City Church TC - SUP Administrative Amendment**
The subject parcel is located on the west side of Keystone Road, just south of Hammond Road. The parcel address is 1895 Keystone Road and is zoned R-1 One-Family Residential. The request was to amend the City Church Special Use Permit to expand the existing parking lot to 95 parking spaces.
- **PUD 2001-01-G Traditions/Ashland Park PUD-Administrative Amendment**
The subject property is located within the Traditions portion of the Ashland Park Planned Unit Development and accessed by way of Rusch Road and Birmley Road (once all infrastructure is in place). A request was made to amend the Traditions portion of the Ashland Park Planned Unit Development, specifically, replacement of duplex residential units 140 – 167 with single family residential units 160 – 167, located on Umber Drive. In an Administrative Amendment (File No. PUD 2001-01-E) approved in 2018, duplex residential units 168-177 were replaced with single family residential units 168 – 172.

DEVELOPMENT REVIEWS:

The Planning Commission reviewed and approved numerous projects in 2019, which included Site Plan Reviews, Planned Unit Developments, Special Use Permits, and Zoning Text and Map Amendments. A brief summary of those reviews is as follows:

- **PURD-2017-01 Fox Run Multi-Family Residential Project (Approved)**
On Garfield Road, north of Hammond Road, an 84 two-bedroom apartment complex on 4.27 acres of land was approved via Planned Unit Residential Development, with onsite amenities such as three playgrounds, a dog park, and a walking trail. An additional 3.77 acres of environmentally sensitive area on the site will remain open space, with some of the recreational amenities for residents proposed within it.
- **SPR-2019-01 Alliance Property Holdings/SurgCenter SPR (Approved)**
An 8,677-square foot out-patient surgical facility was approved via Site Plan Approval on a 2.71-acre site located at 3663 North Country Drive, west off US-31 and south of South Airport Road.

- **SUP-2019-02 Living Hope Church Expansion SUP (Approved)**
A Special Use Permit was approved for a 13,500-square foot addition to the existing 7,296-square foot Living Hope Church, with an associated 134-space parking area on 3.2 acres located at 3050 W. South Airport Road (between Day Drive and Marmac Avenue).
- **SUP-2019-03 Munson Daycare SUP (Approved)**
A Special Use Permit was approved to use an existing 9,256-square foot building as a child care center located on 1.65 acres at 5222 North Royal Drive.
- **PUD-2001-01-F Ashland Park PUD Phases 2 and 3 Major Amendment (Approved)**
A major amendment was approved for Phase 2 and Phase 3 of the Ashland Park Planned Unit Development by replacing the 2001 original approved mix of 124 quadplex residential units, 42 duplex residential units, and 21 single-family residential units with a new pattern of consisting of 158 duplex residential units. The Planned Unit Development extends southwest from the intersection of Birmley Road and Garfield Road. Phases 2 and 3 compose approximately 52 acres of land.
- **SUP-1995-03B French Manor/Terra PUD Major Amendment (Approved)**
A major amendment to the Terra Energy Planned Unit Development was approved to provide a single-story 80-unit assisted living facility built over two phases. Phase I consists of 30 units while Phase II will consist of 50 units. The site is 3.78 acres located east off LaFranier Road, south of South Airport Road.
- **SUP-2008-02-A Alpers SUP Renewal (Approved)**
Extension of the Special Use Permit was approved for the existing Alpers sand and gravel mining operation on approximately 63 acres of land at 2767 Zimmerman Road. The Special Use Permit was extended for 10 years.
- **SPR 2000-09-H Chelsea Park West PUD Major Amendment (Approved)**
A major amendment was approved for the Chelsea Park West Planned Unit Development to increase the number of multiple family units from 172 multiple family units to 192 multiple family units. The project located north off Hartman Road, east of US-31, will be built in four (4) phases of construction.
- **SUP-2017-04-A Hickory Hills SUP Amendment (Approved)**
Hickory Hills, a recreation facility owned by the City of Traverse City and located in Garfield Township, was approved as a Special Use Permit by the Garfield Township Planning Commission in 2018. 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. Approval of an amendment to the Special Use Permit will addresses any potential impacts of these additional uses.
- **SUP-2019-05 Springhill Bed & Breakfast SUP (Approved)**
A Special Use Permit was approved to permit a bed & breakfast establishment for use an existing single-family residence at 296 Springhill Road. The existing single-family residence with barn and other accessory buildings is located on 9.96 acres in an Agricultural zoned area.
- **SPR-2019-05 Traverse Hospitality Two SPR (Approved)**
Site Plan Approval was granted for two new hotels located at 3570 and 3654 N. US-31 South, east off US-31 across from Franke Road. The site was previously part of the Price Point automobile dealership. The proposed development is for two hotels: a 4-story 40,703 square foot hotel on the southerly parcel (Tru Hotel) and a 4-story 53,124 square foot hotel on the northerly parcel (Fairfield Hotel).
- **SPR 1990-04-G Starbucks Directional Sign Review (Approved)**
Located in the C-P Planned Shopping Center district, the JC Penney lot at Grand Traverse Mall was subdivided to allow construction of a new outlet building along the service drive that faces South Airport Road. The new outlet building provides two tenant spaces (one for a T-Mobile store and one for a Starbucks store). As part of the installation of the new Starbucks store, an application

was approved by the Planning Commission to allow directional signs for the proposed drive-thru. Signs in the C-P require Planning Commission approval.

- **SPR-2019-06 Lake Michigan Credit Union SPR (Approved)**
Site Plan Approval was granted for a 3,362 square feet financial institution building with a drive-through located at 3650 N. US-31 South, across from Franke Road. The approximately 0.97-acre site was previously the Northpointe Motors automobile dealership.
- **SUP-2019-06 Michigan State University Federal Credit Union (Approved)**
A Special Use Permit for a 10,131 square feet financial institution including a drive-through located at 3750 North US 31, across from Meijer. The 4.62-acre site is occupied by two office buildings.
- **PUD 2019-01 Village at LaFranier Woods (Ongoing)**
An application for a senior living Planned Unit Development is currently underway for a 33-acre parcel located at 2242 LaFranier Road, north of Hammond Road. 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.
 - Phase 2: Four (4) one-story duplex and eight (8) one-story fourplex independent cottages totaling 40 units.
 - Phase 3: One (1) one-story building complex containing 113 assisted living units.
 - Phase 4: One (1) three-story building complex containing 116 independent living units.Based on this configuration, 385 total senior living units are proposed.
- **SPR 2019-04 Harris Hills Site Condominium (Ongoing)**
Review of a site condominium is currently underway to create 40 total single-family units on a 20-acre site. The proposed Harris Hills site is located at the southwest corner of Lone Tree and Harris Roads, east of the existing Lone Tree Planned Unit Development. All units will connect to the municipal water and sanitary sewer systems.
- **SUP-2019-04 Habitat for Humanity Addition (Approved)**
An application for a Special Use Permit is currently underway to expand an existing retail building, including construction of an accessory storage building, located on a 1.62-acre parcel at 2487 Rice Street, off Cass Road. 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.

ZONING ORDINANCE AMENDMENTS:

Map Amendments

- **Z-2019-01 Harris Hills Rezoning (Approved)**
The vacant property is comprised of two tax parcels and located at the southeast intersection of Lone Tree and Harris Roads. The request to rezone the approximately 20 acres of land from A - Agricultural zoning district to R-2 One and Two-Family Residential district was approved.
- **Z-2019-02 Green US-31 Rezoning (Denied)**
The property is a former scenic overlook located at 1202 N. US-31 South. The request to rezone the approximately 0.84 acres of land from the C-O Office Commercial zoning district to the C-G General Commercial district was denied.
- **Z-2019-03 Chick-fil-A Rezoning (Ongoing)**
The property is located at 3980 N. US-31 South and is currently occupied by the Flap Jack Shack restaurant. The request to rezone the approximately 1.8 acres from the C-L Local Commercial zoning district to the C-G General Commercial zoning district is currently under consideration.

Text Amendments

- **Amendment No. 19 regarding Section 712 Automobile Laundries (Approved)**
Amendment No. 19 removed decibel requirements for car washes and clarified that no equipment shall be located closer than one hundred (100) feet to any property zoned or used for residential purposes.
- **Amendment No. 20 regarding Section 749 Golf Courses and Country Clubs (Approved)**
Amendment No. 20 reduced required setbacks for principal and accessory buildings and structures from 200 feet to 80 feet.
- **Amendment No. 21 regarding Section 315 R-3 (Multiple Family Residential) (Approved)**
Amendment No. 21 replaced the current uniform minimum side yard setback of 20 feet with standards of 10 feet for one-family dwellings, 15 feet for two-family dwellings, and 20 feet for multi-family dwellings.

JOINT TRAVERSE CITY AND 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. The Joint Commission has not been significantly active since the adoption of the new Zoning Ordinance in May 2017 for the Grand Traverse Commons property. The Commission meets every January, April, July and October at 5:15 PM on the third Wednesday of the month. Recent meetings have focused on continued redevelopment of the historic buildings, the future of the Commons natural area, and the paving improvements at the Historic Barns.

STAFF CHANGES:

2019 saw the departure of Erik Perdonik, Deputy Planner, and the hiring of Stephen Hannon as Deputy Planning Director. In addition to assisting with development reviews, he has been working to update our GIS mapping, coordinate parks and recreation activities and preparation of the Barlow Garfield Neighborhood Plan.

RECOMMENDATION/ACTION REQUESTED:

Following review, if the Planning Commission is prepared to accept the 2019 Annual Report in accordance with the Michigan Planning Enabling Act, the following motion is suggested:

THAT the 2019 Planning Commission Annual Report, as provided in Planning Department Report 2020-10, BE APPROVED and FORWARDED to the Township Board.