

**CHARTER TOWNSHIP OF GARFIELD  
JOINT MEETING  
TOWNSHIP BOARD AND PLANNING COMMISSION**

Wednesday, March 27, 2024 at 6:00 pm  
Garfield Township Hall  
3848 Veterans Drive  
Traverse City, MI 49684  
Ph: (231) 941-1620

**A G E N D A**

**ORDER OF BUSINESS**

**Call meeting to order**

**Pledge of Allegiance**

**Roll call of Township Board Members**

**Roll call of Planning Commission Members**

**1. Public Comment**

**Public Comment Guidelines:**

Any person shall be permitted to address a meeting of The Planning Commission, which is required to be open to the public under the provision of the Michigan Open Meetings Act, as amended. (MCLA 15.261, et.seq.) Public Comment shall be carried out in accordance with the following Commission Rules and Procedures: a.) any person wishing to address the Commission is requested to state his or her name and address. b.) No person shall be allowed to speak more than once on the same matter, excluding time needed to answer Commissioner's questions. Where constrained by available time the Chairperson may limit the amount of time each person will be allowed to speak to (3) minutes. 1.) The Chairperson may at his or her own discretion, extend the amount of time any person is allowed to speak. 2.) Whenever a Group wishes to address a Committee, the Chairperson may require that the Group designate a spokesperson; the Chairperson shall control the amount of time the spokesperson shall be allowed to speak when constrained by available time. Note: If you are here for a Public Hearing, please hold your comments until that Public Hearing time.

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

**3. Minutes**

a. Planning Commission – Review and Approval of Minutes – March 13, 2024 meeting

**4. Business**

- a. PD-2024-21 – Review of Master Plan Final Draft
- b. Other Discussion

**5. Public Comment**

## 6. Adjournment

Lanie McManus, Clerk  
Garfield Township Board  
3848 Veterans Drive  
Traverse City, MI 49684

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

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

**CHARTER TOWNSHIP OF GARFIELD  
PLANNING COMMISSION MEETING  
March 13, 2024**

**Call Meeting to Order:** Chair McManus called the March 13, 2024 Planning Commission meeting to order at 7:00pm at the Garfield Township Hall.

**Pledge of Allegiance**

The Pledge of Allegiance was recited by all in attendance.

**Roll Call of Commission Members:**

Present: Molly Agostinelli, Pat Cline, Joe Robertson, Chris DeGood, Robert Fudge, and Joe McManus

Absent and Excused: John Racine

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

**1. Public Comment (7:01)**

None

**2. Review and Approval of the Agenda – Conflict of Interest (7:01)**

*Agostinelli moved and Cline seconded to approve the agenda as presented.*

*Yeas: Agostinelli, Cline, Fudge, Robertson, DeGood, McManus*

*Nays: None*

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

**a. February 28, 2024 Regular Meeting**

*Fudge moved and DeGood seconded to approve the February 28, 2024 Regular Meeting minutes as amended*

*Yeas: Fudge, DeGood, Robertson, Cline, Agostinelli, McManus*

*Nays: None*

**4. Correspondence (7:02)**

Letter from Haggards Plumbing and Heating dated February 26, 2024.

**5. Reports (7:02)**

**Township Board Report**

Agostinelli stated that the board is continuing to pursue the Township Manager position.

**Planning Commissioners**

**i. Zoning Board of Appeals**

Fudge reported that there was no meeting.

- ii. **Parks and Recreation Commission**  
DeGood stated that there was no meeting.
- iii. **Joint Planning Commission**  
McManus said that there was no meeting.

**Staff Report**

- i. **PD 2024-17 – Planning Department Monthly Report – March 2024 (7:03)**  
Sych stated that the monthly report was included in packets. He also updated commissioners on the TTCI technical committee and their quest to meet requirements for the newly formed MPO and the Airport Authority Zoning Board and its drafting of an airspace ordinance.
- ii. **Master Plan Announcement**  
Hannon stated that the Master Plan final draft is on the website and will be discussed at the joint meeting coming up.

**6. Unfinished Business**

- a. **PD 2024-18 - 3066 North Garfield Special Use Permit (7:15)**  
The applicant requests approval of a Special Use Permit for a commercial district housing development at 3066 North Garfield Road. The development application proposes a 20-unit apartment building. The parcel is 1.21 acres and is zoned C-G Commercial. Commercial district housing developments are permitted via Special Use Permit in the C-G General Commercial district. Since the plan was first reviewed by the Planning Commission on October 11, 2023, an attached gym room has been provided with the proposed apartment building.

McManus opened the public hearing at 7:11pm.

James Howard adjoining property owner shared concerns with water retention on the property being developed.

A property owner on Duell Road called Staff regarding traffic at the intersection of Garfield Road and Duell Road.

McManus closed the public hearing was closed at 7:18pm.

Sych addressed the stormwater retention which is being reviewed by the Township Engineer. Applicants will also need to recalculate the snow storage area and mitigate the impact of neighboring sound onto the residential housing. Sych also addressed density and stated that applicant is proposing 16.5 units per acre which matches other developments in the area. Applicant Joe Locricchio spoke and addressed the density, noise mitigation and retention basins. Sean McCardel,

developer, spoke regarding the mitigation of outside noise and stated that the building will be constructed with multi-layered walls. Eric Wilde with Mansfield Associates addressed the stormwater plan which meets the township ordinance. He also stated that landscaping would be moved from stormwater basins and snow storage would be adjusted.

*DeGood moved and Cline seconded TO direct staff to prepare Findings of Fact for application SUP-2023-08, submitted by 3066 N. Garfield Rd LLC for a Special Use Permit for commercial district housing development at Parcel 05-013-050-00 subject to the following conditions (1 through 3 as indicated in PD 2024-18).*

- 1. Evidence shall be submitted regarding measures which will be taken to mitigate common commercial impacts to comply with Section 725.A(3).*
- 2. Landscape plantings and the common outdoor space are proposed to be located within the proposed stormwater drainage basins. To meet stormwater requirements and open space definition, an alternate site design is required that meets the requirements for landscaping, stormwater, and open space.*
- 3. The proposed snow storage area on the site plan needs to be adjusted to comply with Section 551.E(6).*

*Yeas: DeGood, Cline, Fudge, Robertson, Agostinelli, McManus*

*Nays: None*

**b. PD 2024-18 – PD 2024-5 – Culver Meadows Traverse Senior Living Conditional Rezoning – Findings of Fact (7:41)**

This application requests the conditional rezoning of Parcels 05-030-008-50 and 05-030-008-45 on N. West Silver Lake Road, totaling roughly 5.14 acres. The request is to conditionally rezone the two parcels from the R-1 – One-Family Residential to the A – Agricultural district for use as an adult foster care, large group home and child care center. Sych stated that the agreement has been reviewed by an attorney and a few adjustments to the Conditional Rezoning Agreement were suggested. Sych reviewed changes to the Conditional Rezoning Agreement and noted that the applicant was willing to make the changes.

*Robertson moved and Agostinelli seconded THAT the Findings of Fact for application Z-2023-04, as presented in Planning Department Report No. 2024-19 and being made a part of this motion, BE ADOPTED.*

*Yeas: Robertson, Agostinelli, Fudge, DeGood, Cline, McManus*

*Nays: None*

*Robertson moved and Agostinelli seconded TO RECOMMEND TO the Township Board THAT application Z-2023-04 BE APPROVED subject to the following conditions (1 through 6 as indicated in PD 2024-18).*

- 1. A revised Conditional Rezoning Agreement and Statement of Conditions needs to be submitted by the applicant.*
- 2. The existing easement providing access to parcel 05-030-008-50 shall be extended by 10 feet to meet the minimum lot width requirement for the A-Agricultural district.*
- 3. Prior to any construction of the proposed child care center, a wetland delineation shall be completed and verified in accordance with Section 534.*
- 4. The proposed lighting fixtures shall be adjusted so as not to exceed the color temperature of 3,500 K as required in Section 517 of the Zoning Ordinance.*
- 5. The site plan shall state that, "All lighting shall be shielded in accordance with the Zoning Ordinance."*
- 6. A stormwater review by the Township Engineer is required.*

*Yeas: Robertson, Agostinelli, Cline, DeGood, Fudge, McManus  
Nays: None*

**7. New Business**

None

**8. Public Comment (7:56)**

None

**9. Other Business (7:56)**

**a. Review Updated Pages of Final Draft of Master Plan**

Hannon reviewed some changes to the Master Plan that were suggested by Commissioners at the study session and others that staff made. A suggestion was made to change the Brookside Commons mixed-use neighborhood boundary.

**b. Topics for Joint Meeting with Township Board – Discussion**

Sych stated that he plans to give an overview of the Draft Master Plan and the Land Use map.

Commissioners asked to discuss housing and what has been done by the Planning Commission to accommodate for more housing in the area.

The mall access road and legislative updates were suggested topics.

**10. Items for Next Agenda – March 27, 2024 at 6:00pm (8:22)**

- a. Review Final Draft of Master Plan and Begin Distribution/Adoption Process

**11. Adjournment**

*Fudge moved to adjourn the meeting at 8:23pm.*

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

		<b>Charter Township of Garfield</b>	
		<b>Planning Department Report No. 2024-21</b>	
Prepared:	March 20, 2024	Pages:	1
Meeting:	March 27, 2024	Attachments:	<input checked="" type="checkbox"/>
Subject:	Draft Master Plan – Township Board and Planning Commission Joint Meeting		

**BACKGROUND:**

Following a joint meeting of the Township Board and the Planning Commission on February 23, 2022, which included discussion about updating the Master Plan, the Planning Commission issued a “Notice of Intent to Update a Master Plan” on March 29, 2022.

2022 was a year of gathering and analyzing data and conducting public input, including a community survey. A joint meeting of the Township Board and the Planning Commission was held on February 28, 2023. Following a presentation of the findings at the meeting, the Planning Commission was directed to move forward on the development of the draft Master Plan in 2023.

Today, the Planning Commission is presenting a final draft of the Master Plan. The draft Master Plan builds on the Township Board’s Strategic Plan and presents a vision, future land use designations, future road connections, housing priorities, environmental priorities, infrastructure priorities, economic development priorities, public safety priorities, focus areas and corridors, and implementation strategies, including a zoning plan.

**NEXT STEPS:**

After presentation and discussion, if the Township Board is accepting of the draft Master Plan, the process for adopting the Plan, in accordance with the Michigan Planning Enabling Act, Act 33 of 2008 as amended, starts with the Township Board approving distribution of the draft Master Plan for review. Distribution includes to the following entities:

- Local units of government contiguous to the Township
- Grand Traverse County Board of Commissioners
- Networks Northwest – Community Development
- Public utilities and railroads, including Traverse City Light and Power, Cherryland Electric Cooperative, Consumers Energy, DTE Energy, and Great Lake Central Railroad.
- Grand Traverse County Road Commission and Michigan Department of Transportation (North Region)

**ACTION:**

If, following review and discussion, the Township Board is prepared to approve distribution of the draft Master Plan for review, then the following motion is suggested:

MOTION TO approve distribution of the draft Charter Township of Garfield Master Plan for the 63-day review period in accordance with the Michigan Planning Enabling Act.

**Attachments:**

1. Presentation Slides for the Township Board and Planning Commission Joint Meeting



# Garfield Township Master Plan Update

Joint Meeting of the Township Board and Planning Commission

March 27, 2024

# Alignment with Township Strategic Plan

<b>Goal</b>
<b>Identity</b>
<b>Economic Development</b>
<b>Public Safety</b>
<b>Parks and Trails</b>
<b>Water Quality</b>
<b>Housing</b>
<b>Transportation &amp; Infrastructure</b>
<b>Partnerships</b>
<b>Fiscal Responsibility</b>

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# Master Plan Update – Implementation

## ► **Zoning Ordinance**

- Create new zoning districts correlating with the Mixed-Use Neighborhood and Mixed-Use Center designations (see Future Land Use Map)
- Amend existing zoning districts (e.g., C-P Planned Shopping)
- Amend / streamline definitions and standards

## ► **Review / Streamline Processes**

- Ensure consistency and clarity in development review processes

## ► **Connectivity**

- Enforce cross-access between adjacent sites (see Future Connections Map)
- Encourage shared parking and driveway consolidation



# Master Plan Update – Next Steps

- ▶ **March 27, 2024 – Joint Meeting**
  - ▶ Review / Overview of final draft of Master Plan
  - ▶ Begin 63-day required review period
  - ▶ Distribute Master Plan to neighboring communities, county, etc.
- ▶ **April/May 2024**
  - ▶ Tentative additional public engagement open house (before PC meeting)
- ▶ **May 29, 2024**
  - ▶ End of 63-day required review period
- ▶ **June 12, 2024 – Planning Commission**
  - ▶ Public Hearing/Anticipated adoption of Master Plan
- ▶ **June 25, 2024 – Township Board**
  - ▶ Anticipated adoption of Master Plan