

CHARTER TOWNSHIP OF GARFIELD PLANNING COMMISSION MEETING

Wednesday, August 24, 2022 at 7:00 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 Board 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 – August 10, 2022

4. Correspondence

5. Reports

- a. Township Board
- b. Planning Commissioners
 - i. Zoning Board of Appeals
 - ii. Parks and Recreation Commission
 - iii. Joint Planning Commission
- c. Staff Report

6. Unfinished Business

- a. PD 2022-81 – Master Plan Update – Transportation and Recent Development Activity

7. New Business

- a. PD 2022-82 – Zoning Ordinance – Drive-Through Standards – Discussion

8. Public Comment

9. Other Business

10. Items for Next Agenda – September 14, 2022

- a. Brewery Terra Firma PUD – Conceptual Review
- b. Kensington Park PURD – Major Amendment – Final Review
- c. 7 Brew 2537 North US 31 – Special Use Permit – Update

11. Adjournment

**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
August 10, 2022**

Call Meeting to Order: Chair Racine called the August 10, 2022 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, Joe Robertson, Pat Cline, Joe McManus, Chris DeGood, Robert Fudge and John Racine

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

1. Public Comment (7:00)

None

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

McManus moved and Cline seconded to approve the agenda as presented

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

Nays: None

4. Minutes (7:02)

a. July 27, 2022 Regular Meeting

Fudge moved and Agostinelli seconded to approve the July 27, 2022 Regular Meeting minutes as presented.

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

Nays: None

4. Correspondence (7:02)

Sych noted that correspondence included an Intent to Plan from Green Lake Township, an email from Mark Kwilinski regarding Kensington Park, and a letter from the Watershed Center.

5. Reports (7:03)

Township Board Report

Agostinelli had no report.

Planning Commissioners

No reports

Staff Report

Sych stated that the Township community survey was sent out to 4,200 residents in the township and some responses are already being received.

The open house for the Commons Natural Area was held today and was well attended. A draft plan will now be formalized.

A celebration will be held on August 19th at Medalie Park to commemorate to opening of the Boardman Lake Loop Trail

6. Unfinished Business**a. PD 2022-75 Kensington Park PURD – Major Amendment – Public Hearing/Preliminary Review (7:05)**

The Kensington Park PURD is located west of the Cherryland Center site. The main portion of the project is roughly bounded by Carson Street, Linden Avenue, Floresta Street, and Woodward Avenue. East of this portion is a second phase of the project done by Homestretch. South of the main portion is Carson Square apartments done by Goodwill Industries. This new application (SUP 2002-06-E) for a major amendment requests a Major Amendment to the Kensington Park PURD for the accommodation of expanded building footprints for several yet-to-be-built duplex units. The proposal is for single-story structures to be built instead of the previously approved two-story structures. According to the application, the building footprint will increase but the overall square footage of the structures will be roughly the same. The project density would also decrease slightly with one fewer unit being built along Carson Street. The requirement to construct sidewalks on Carson Street, Linden Avenue, Floresta Street, and Woodward Avenue, forming a loop around this phase of the Kensington Park PURD, remains in place. According to the application, the applicant has obtained written support from the association to install sidewalks in front of existing homes and will also construct sidewalks in front of the new homes, to eventually complete the neighborhood loop as well as changing from a two-story duplex to a one-story duplex. In addition to the Planning Commission review, this application is subject to other reviews by the Township Engineer and other relevant agencies. The applicant has submitted information to the Township Engineer regarding stormwater management, which will be affected by the changing of building layouts and increase in impervious surface. Correspondence from Mark Kwilinski read into the record August 9, 2022, says that there are violations from Section 401 of the zoning ordinance and sidewalks would need to be built. In addition, Kwilinski claims that an open space easement is needed, and the violations are unresolved. Hannon talked about the letter and said the issues can be easily resolved. Conditions can be added to the preliminary approval that would address those issues. Rob Larrea, of Community Planning and Land Use Consulting and representing the developer, stated that sidewalks have been added to the plan and will be put in. Chair Racine opened the public hearing at 7:18pm, and seeing no one wishing to speak, closed the public hearing closed at 7:19pm.

Commissioners discussed the application and asked questions regarding the ownership of the lots and the construction timeline. A Certificate of Final Occupancy will be approved once all sidewalks are installed.

McManus moved and Robertson seconded THAT application SUP-2002-06-E, submitted by Patrick Rokosz & Ryan McCoon, for a major amendment to the Kensington Park Planned Unit Residential Development, receive PRELIMINARY APPROVAL, subject to the following conditions:

- 1. Consideration of the proposed amendment does not remove any other requirements from previous approvals for this site such as landscaping, sidewalks, and other site elements.*
- 2. Sidewalk design is subject to review approval by the Township Engineer per Section 522.A(5) of the Zoning Ordinance including the materials, design, location, and ADA accessibility requirements. The sidewalk details shall be submitted to the Township Engineer.*
- 3. For the final review, the applicant shall obtain any necessary reviews or approvals from the Township Engineer, Grand Traverse Metro Fire Department, Grand Traverse County Department of Public Works, Grand Traverse County Road Commission, and Grand Traverse County Soil Erosion and Sedimentation Control.*
- 4. Before a Certificate of Occupancy is issued for the first newly completed building, sidewalks shall be constructed in front of all existing buildings, and thereafter, sidewalks shall be constructed in front of each additional building before a Certificate of Occupancy is issued.*
- 5. An open space easement declaration shall be reviewed and approved by the Township and recorded with the Grand Traverse County Register of Deeds to assure that the common open space area will remain open.*

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

b. PD 2022-76 – Zoning Ordinance Proposed Amendments – Public Hearing (7:33)

The proposed amendment was introduced at the Planning Commission meeting on July 13, 2022. Commissioners had a few suggestions to clarify some of the proposed language. These suggestions have been incorporated into the proposed amendment for the public hearing. Draft language is proposed for changes in Section 516 – Dumpster Enclosures; Section 534 – Wetlands; Section 551.E.(6) – Snow Storage; Section 611 – Accessory Uses and Structures; Section 613.A(1)(c) – Outdoor Display and Section 630 – Signs. Chair Racine opened the public hearing at 7:38pm and seeing no one wishing to speak, closed the public hearing at 7:39pm.

Cline moved and DeGood seconded THAT the proposed amendment to the Garfield Township Zoning Ordinance, as attached to Planning Department Report 2022-76, BE RECOMMENDED FOR ADOPTION by the Township Board.

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

c. PD 2022-77 – Hammond Road Apartments R-3 Rezoning – Findings of Fact (7:39)

This application requests the rezoning of land at the northwest of the intersection of Garfield and Hammond Roads, totaling 23.86 acres, from its current zoning of A-Agricultural to the R-3 Multi-Family Residential zoning district via the zoning Map Amendment process, without restriction. The land is further described as the remainder of 05-023-042-01. The Future Land Use Map designation for the site is High Density Residential (6-10 units per acre) and the proposed R-3 Multi-Family Residential zoning district is considered the most compatible zoning district for this designation.

DeGood moved and Agostinelli seconded THAT the Findings of Fact for application Z-2022-02, as presented in Planning Department Report 2022-77 and being made a part of this motion, BE ADOPTED.

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

DeGood moved and Fudge seconded TO RECOMMEND TO the Township Board THAT application Z-2022-02 BE APPROVED.

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

d. PD 2022-78 – 7 Brew 2537 North US 31 – Special Use Permit – Update (7:06)

This application requests approval of a Special Use Permit for a proposed 510-square foot drive-through coffee shop with only drive-through and walk-up service, with no dine-in services. Drive-through business uses are permitted via Special Use Permit in the C-G General Commercial District. The site (Parcel ID #05- 021-036-10) is occupied by the former PNC Bank building with drive-through. The bank building was approved by the Township Planning Commission as a Special Use Permit in 1999 for National City Bank. At the time, there was considerable concern about having a drive-through business located near the US-31 and South Airport Road intersection due to the high amount of traffic and potential conflicts for making left turns. The traffic impact review required more information at this time and the applicant is working on other site plan issues as well.

Staff recommended that this item be tabled until the traffic impact review was complete.

Fudge moved and Agostinelli seconded THAT application SUP 2022-01, submitted by BFA, Inc. for a Special Use Permit for a drive-through restaurant at Parcel 05-021-036-10, BE TABLED to address previously identified site issues.

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

7. New Business (7:47)
None

8. Public Comment (7:47)
None

9. Other Business: (7:47)

a. Rescheduling October 12 Regular Meeting – Discussion

Planning Staff will be attending a Planning Conference and asked to cancel the October 12, 2022 regularly scheduled meeting.

Agostinelli moved and Cline seconded to cancel the October 12th Planning Commission meeting.

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

10. Items for Next Agenda – August 24, 2022 (7:51)

- a. Master Plan Update – Other Topics
- b. Zoning Ordinance – Drive Through Standards – Discussion

McManus asked staff to inquire into clear cutting of a property near the bank off of US 31 near Sam's Club.

11. Adjournment

Fudge moved to adjourn the meeting at 7:57pm.

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

July 27, 2022

To: Mike Green-Zoning Administrator
Garfield Township

To: The Zoning Board of Appeals Members
Garfield Township

To: John Racine
The Garfield Township Planning Commission

Re: ZBA Hearing July 21, 2022
4085 Jefferson Ave.
Traverse City, MI

To all:

Having been on the losing side of the ZBA process, we would like to commend and support the decision the ZBA members made regarding the variance request for the above property. While the threshold for approving variances is high, the decision by the ZBA to work with the applicant was commendable and the **right thing to do**.

To The Planning Commission and Township Planners:

From the last two ZBA applications (one of them ours), we would welcome new text amendments that encourage property owners to do the right thing, based on the specific circumstances of their properties. While the “right thing is interpretive”, the approval of 4085 Jefferson Ave shows it can provide for a “win-win” result. The threshold criteria is strict and has a purpose for requests that are not in the best interest of the township, the neighbors, health, safety and welfare. As correctly evaluated for the 4085 Jefferson Ave. appeal, they did and should serve as a guide, but allow for flexibility when property owners are trying to do the right thing on a number of levels.

To The Planning Commission and Township Zoning:


Please critically evaluate current language and be willing to adjust for changing demographics, current non-conforming, but viable parcels/structures and circumstances that are unique to each property. From a selfish perspective, we would encourage non-conforming parcels to be openly evaluated. If the non-conformance predates the zoning ordinance, and represents IMPROVEMENTS to the parcel/structure-apply that as a criteria. If the proposal does not affect in a negative way the health safety and welfare of the neighbors, the Township, the applicants, the natural resources, and if it makes sense-apply that as a criteria. A great example was referred to in the ZBA hearing by members on July 21, 2022: ***“Not increasing the footprint of a structure any further than what currently exists, but allowing vertical expansions of non-conformance existing footprints”***. Especially with support from the neighboring properties.

Finally, we would like to thank all for serving. We know it is not always easy, but every once in a while...

Thank you.
Sincerely,

Tom & Luann Nemitz

1439 Lake Drive
Traverse City, Michigan 49685

 Charter Township of Garfield Planning Department Report No. 2022-81		
Prepared:	August 17, 2022	Pages: 5
Meeting:	August 24, 2022	Attachments: <input checked="" type="checkbox"/>
Subject:	Master Plan – Transportation and Recent Development Activity	

BACKGROUND:

In preparing the update to the Master Plan, the Planning Commission has reviewed various subjects related to land use and development in the Township. This report outlines two discussion topics:

- Development activity since 2018
- Transportation improvements, including roads, non-motorized trails, and parking

RECENT DEVELOPMENT ACTIVITY:

Since the current Master Plan was approved in September 2018, there have been several new developments approved by the Township. The attached map provides an indicator of where the various developments are located.

EAST-WEST CORRIDOR STUDY:

Before ensuing a discussion on roadways in the Township, it's helpful to review plans from the Grand Traverse County Road Commission. The most recent plan, the Final Report of the East-West Corridor Study, was completed in 2019. The following excerpts are from the "Recommended Solutions" in the Report:

SHORT TERM SOLUTIONS (1 - 5 YEARS)1. Access Management Plan

An access management program for County roadways should be developed in partnership with the local communities. First, an access management plan for S. Airport Road should be developed. This would include the establishment of a corridor-wide framework for access management improvements as part of any redesign or reconstruction efforts. The Access Management Plan should provide a strategy to implement access management through a combination of traffic engineering measures, local land use regulations, and close coordination among transportation and land use decision makers.

2. Traffic Signal Optimization

As a way to improve efficiency on the most congested corridors in the Study Area, the existing traffic signals should be optimized. The most congested section of roadway under GTCRC jurisdiction is along S. Airport Road between Logan's Landing and Garfield Road. The signals here should be retimed and the signal lengths, offsets, and green splits should be optimized for the current level of traffic volume and current patterns.

3. Intersection Improvements

These improvements could include additional turn lanes, improved signal timing, pedestrian crossing infrastructure, or the construction of roundabouts. The major crash and operational issues exist on the S. Airport, Beitner, Keystone, and Hammond Road Corridors and the following intersections should be targeted:

- S. Airport Road at Garfield Road
- S. Airport Road at Barlow Street/LaFranier Road
- Garfield Road at Hammond Road

- d. Hammond Road at 3 Mile Road
- e. S. Airport Road at Park Drive
- f. Cass Road at Keystone Road
- g. Beitner Road at Keystone Road/W. River Drive

LONG TERM SOLUTIONS (5 - 10 YEARS)

1. Roadway Widening/Redesign
 - a. S. Airport Road between Barlow Street/ LaFranier Road and Garfield Road: Redesign to a 4-lane narrow median boulevard and include a roundabout at Barlow Street/LaFranier Road
 - b. S. Airport Road between Logan's Landing and Barlow Road/LaFrainier Road: Redesign to a 4-lane narrow median boulevard and include a roundabout at Park Drive
 - c. Keystone between Hammond Road and Cass Road: Widen to 5 lanes

FUTURE POTENTIAL SOLUTIONS (10 - 25 YEARS)

1. Hammond Road Crossing
 - a. Including improvements to Hammond Road and 3 Mile Road
2. Cass Road Crossing
 - a. Including improvements to Hammond Road and 3 Mile Road, and tying into the widened Keystone Road (from the Long Term Solutions)

OTHER CONSIDERATIONS

As the Traverse City Region continues to grow, there are management strategies that can help maximize the return on investments in the transportation system. These approaches, described below, include considerations of the full transportation impact with land use changes, site design, access management, and assertive promotion of alternatives to driving such as walking, bicycling and transit. In addition, over the next 30 years, there will be changes in travel demands related to the emergence of technology, ride hailing and more vehicle automation. Those factors emphasize the need for the solutions to be phased and flexible to adjust to actual changes in the conditions.

1. Land Use

There is a direct relationship between land use and how well the transportation system operates. The liner development pattern and separation of uses, similar to those along S. Airport Road, intensifies the potential for peak hour congestion. To avoid a repeat, the county and townships should apply ways to reduce the traffic levels associated with new development. This includes more of a mixture or clustering of land use types, such as residential near commercial so some trips do not need a vehicle, requirements for internal connections between developments (instead of isolated access), and convenient options to walk or bicycle.

Coordination with BATA to consider options for park and ride, and easy access to transit service should be built into any development scenario. Developers should be required to assess their full long term traffic impact and demonstrate how they can reduce that impact by applying some of these tactics.

Some of these considerations can be incorporated into an Access Management plan and access standards for commercial corridors applied in unison by the Township's (through zoning) and the county/MDOT (through access permitting). The Road Commission and local communities should

work together in the coming years to coordinate improvements and find efficiencies in areas outside of the physical road network.

This will also require continuous education of officials, the development community, and especially the developer's design professionals, to understand the benefits of access management and the safety and congestion consequences of not applying it.

2. Multi-Modal Transportation

To optimize the return on investments to the roadways, the East-West Corridor Study promotes system-wide improvements to encourage nonmotorized and transit travel as well. The Study assumed that bicycle, pedestrian, and transit improvements would be a part of each of the Practical Solutions. Some concepts are included in the Study, such as shared pathways along the roadways and convenient pedestrian crossings. Traffic design speeds, intersections and signals or roundabouts, should support safe non-motorized travel, especially in areas that are, or are expected to be, developed.

These facilities should be prioritized in areas where there already is a demand for multi-modal transportation, i.e. where residents are currently walking, biking, and riding transit. Areas of new development that are expected to produce a high number of walking, bike, and transit trips should be prioritized as well. In some cases, the Road Commission does not have authority to construct these facilities but should coordinate with staff from the local communities and agencies responsible for implementation. The most efficient way to improve conditions for vehicles and multi-modal users is to construct improvements in conjunction with each other.

Improving conditions for bicyclists, pedestrians, and transit users encourages people to use alternate modes of transportation and takes some of the vehicular load off of the existing roadway network. These improvements will be most successful if they are implemented in concert with land use changes that encourage walking and biking as a viable form of transportation. The following actions should be considered alongside the solutions presented in this Study:

- a. Design sites so there are sidewalk connections from building entrances to the public system along the roads. If through a parking lot, make sure there are islands and crosswalks to prioritize safety and visibility for pedestrians
- b. Require bike parking to be placed near building entrances or at another convenient spot, preferably with accommodation for bike parking indoors
- c. Coordinate with BATA and major developments to provide convenient transit stops with good pedestrian connections and amenities to encourage transit use
- d. Look for park-and-ride lot opportunities within the road right-of-way
- e. Add interesting design elements, amenities, or destinations to encourage walking and bicycling trips, such as street trees, wayfinding signs, health information such as the numbers of steps on a route, mini-parks, and links to restaurants or shopping

TRANSPORTATION IMPROVEMENTS:

Transportation discussion may include improvements and/or expansion of roadways, improvement or construction of non-motorized trails, and updating standards for parking. After reviewing the County Road Commission plans and evaluating land use development along key corridors, Staff has identified the following potential and conceptual projects that would help create a more complete community:

1. Roadways

While roadways within the Township are under the jurisdiction of the County Road Commission, their operation and improvement are related to land use review and development governed by the

Township. Potential roadway improvements or expansions that have significant relation to land use development include the following:

- a. Hartman-Hammond River Crossing
 - b. Extension of Zimmerman Road to Harris Road (north of North Long Lake Road)
 - c. Reconfiguration of South Airport Road (between Garfield Road and Logan's Landing)
 - d. Improvement of South Airport Road (between US-31 and Silver Lake Road)
 - e. Roundabout at Garfield at Hammond Roads
 - f. Connection between North East Silver Lake Road and West South Airport Road
2. Non-Motorized Trails
With the new Master Plan there will be an opportunity to update the Non-Motorized Plan Map and to update trail development standards and requirements. In the past, the Township has constructed its trails to supplement the bikepaths and sidewalks constructed by developers. Potential new non-motorized trail projects may include:
- a. Lafranier/Barlow Road Corridor (Boon Street to Hammond Road)
 - b. South Airport Road Corridor (Barlow Street to Boardman Lake Loop Trail)
 - c. Mall Trail to Miller Creek Nature Reserve
 - d. Mall Trail to Silver Lake Recreation Area
3. Parking Standards
Parking areas which supplement transportation have a considerable impact on land use within the Township. Changes to parking requirements may include updated parking standards by uses, including mixed-use situations, and provisions for EV charging stations.

CORRIDORS

Key corridors in the Township have been identified for improvement. The Township can impact the development and redevelopment of these corridors through land use regulation and plan review, but the vision for these corridors may require changes to the roadway itself. The following descriptions are intended to be illustrate desired roadway changes within the key corridors:

1. US-31 – McCrae Hill Road to Township/City Line (Southview Parkway)
This roadway is currently five lanes. The considerable width of the right-of-way (200 to 225 feet in some places) provides opportunities for cross-access drives and medians. These features would allow for traffic flow through the area while managing access to businesses along the corridor. The McCrae Hill area could include a median which creates a landscaped thoroughfare or parkway. This corridor would include bike paths.
2. Hartman/Hammond Roads – Townline Road to US-31
Hammond is currently five lanes while Hartman is currently two lanes. This corridor is expected to be an essential high-volume roadway. As the Hartman-Hammond Bridge is completed, Hartman will most likely be improved and expanded. It has the potential to be developed as a parkway that interfaces with US-31. Areas along the parkway could be preserved as open space and/or parkland. This corridor would include bike paths.
3. Veterans Drive – South Airport Road to Township/City Line
This roadway is currently two lanes. Generally, this roadway would remain like its current configuration. However, the addition of formal curb and gutter with sidewalks provide a more appropriate, walkable form for a mixed-use corridor of office, multi-family residential, and single-family residential uses.

4. North Long Lake Road – Herkner Road to Harris Road

This roadway is now three lanes between Herkner Road and Zimmerman Road. Then the roadway is two lanes between Zimmerman Road and Harris Road. Change to the roadway is not expected in the foreseeable future. However, as this area develops for residential uses, walkable elements, including bike paths and pedestrian crossings, will provide essential connection between homes, the schools, and commercial uses planned for Brookside Commons.

5. Cass Road – Hartman Road to Township/City Line

This roadway is generally two lanes but does widen at the intersection with South Airport Road. This roadway provides important access to industrial uses. Cass Road, from Cass-Hartman Court north to City Limits, is an all-season road (no seasonal weight restrictions). In the future, it may be beneficial to convert Cass Road, from Cass-Hartman to Keystone, and Hartman Road to all-season designation to support further development and redevelopment of the corridor for industrial uses.

MASTER STREET PLAN

The Planning Enabling Act, Public Act 33 of 2008, has a provision for a Master Street Plan which allows coordination and agreement between the Township and the Road Commission. Specially, the Act states that:

“If a master plan is or includes a master street plan or 1 or more elements described in subsection (2)(b)(i), the means for implementing the master street plan or elements in cooperation with the county road commission and the state transportation department shall be specified in the master street plan in a manner consistent with the respective powers and duties of and any written agreements between these entities and the municipality.”

Subsection (2)(b)(i) of the Act states, “All components of a transportation system and their interconnectivity including streets and bridges, public transit including public transportation facilities and routes, bicycle facilities, pedestrian ways, freight facilities and routes, port facilities, railroad facilities, and airports, to provide for the safe and efficient movement of people and goods in a manner that is appropriate to the context of the community and, as applicable, considers all legal users of the public right-of-way.”

Utilizing the Master Street Plan provision within the Planning Enabling Act helps to unite the Township and the Road Commission on projects of mutual benefit.

ACTION REQUESTED:

No action is needed. Feedback and direction from the Planning Commission will help in drafting content for the Master Plan.

Attachments:

1. Recent Development Activity Map – Prepared August 16, 2022

Garfield Township Recent Development Activity (2018-present)

Intensity

- ★ Large Developments *
- Other Developments

ZONING

- R-1 - One-Family Residential
- R-2 - Two-Family Residential
- R-3 - Multi-Family Residential
- R-R - Rural Residential
- R-M - Mobile Home Residential
- C-L - Local Commercial
- C-O - Office Commercial
- C-G - General Commercial
- C-H - Highway Commercial
- C-P - Planned Shopping
- I-G - General Industrial
- I-L - Limited Industrial
- A - Agricultural
- P-R - Park-Recreation
- GTC - Grand Traverse Commons
- Conditionally Zoned / C-G - General Commercial
- Conditionally Zoned / I-G - General Industrial
- Conditionally Zoned / A - Agricultural
- Public / ROW

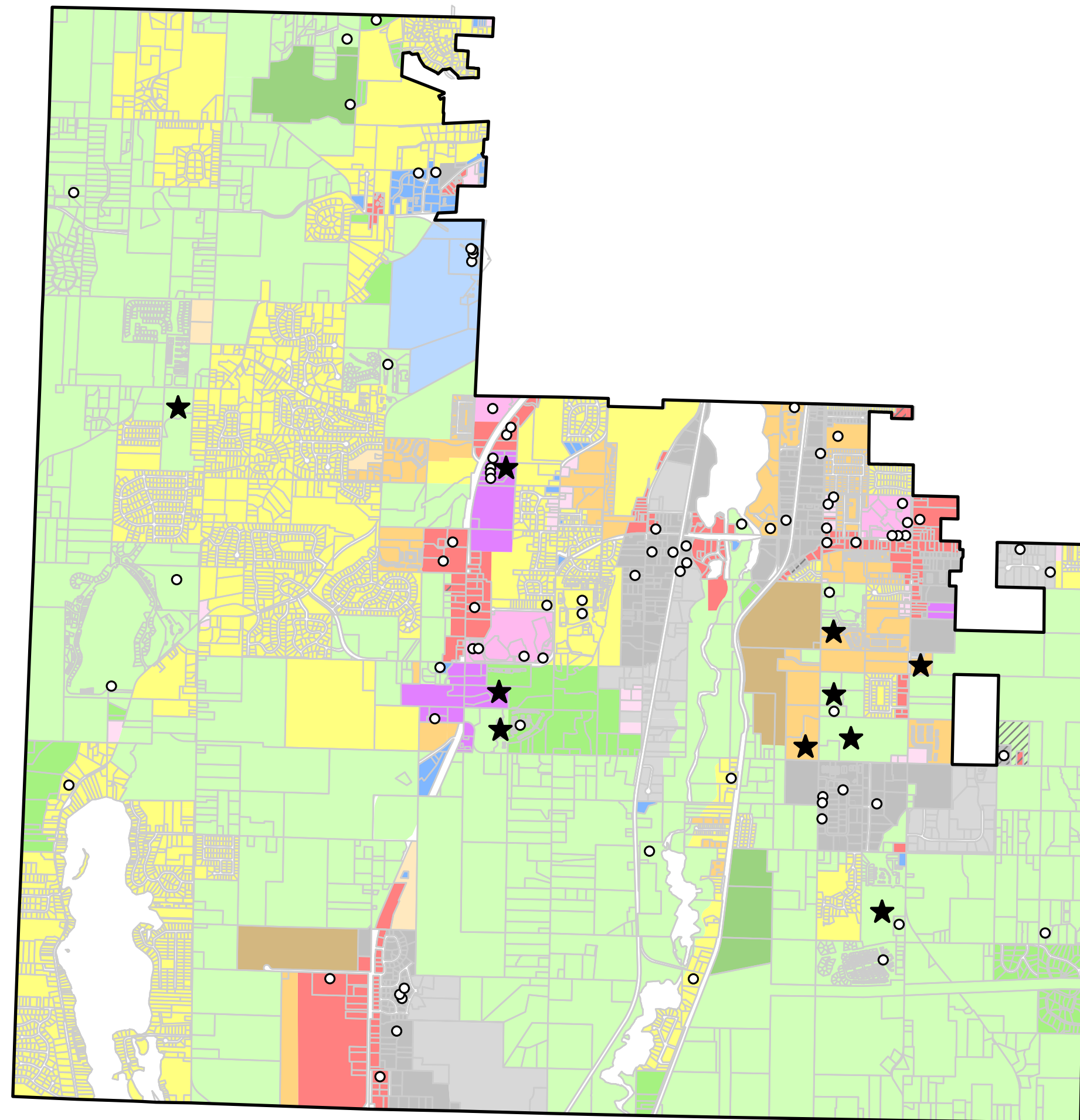
* Including Meadow Valley, Fairfield Inn / Tru Hotel, Marengo 31, Chelsea Park West, French Manor, Village at LaFranier Woods, South 22, BATA / TCHC, Fox Run, and Ashland Park

Charter Township of Garfield


3848 Veterans Drive
Traverse City, MI 49684
Phone: 231.941.1620
Fax: 231.941.1688



This map is based on digital databases prepared by the Charter Township of Garfield. The Township does not warrant, expressly or impliedly, or accept any responsibility for any errors, omissions, or that the information contained in the map or the digital databases is currently or positionally accurate.



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 Charter Township of Garfield Planning Department Report No. 2022-82		
Prepared:	August 17, 2022	Pages: 2
Meeting:	August 24, 2022 Planning Commission	Attachments: <input type="checkbox"/>
Subject:	Zoning Ordinance Drive-Through Standards – Discussion	

BACKGROUND:

At the January 2022 study session, the Planning Commission discussed its work priorities for the upcoming year. These priorities included several parts of the Zoning Ordinance to review and potentially amend to address different issues, including a review and potential update of drive-through standards in Section 730.

The Planning Commission has recently reviewed site plans for several different drive-through uses such as 7Brew, Chick-fil-A, Wendy's, Biggby, Burger King, MSU Federal Credit Union, and Lake Michigan Credit Union. Since the start of the COVID-19 pandemic, Staff has also noted increased usage at the other existing drive-through businesses in the Township.

DRIVE-THROUGH REQUIREMENTS:

The current drive-in and drive-through standards are listed in Section 730 of the Zoning Ordinance and are listed as follows:

SECTION 730 DRIVE-IN AND DRIVE-THROUGH USES**A. REGULATIONS AND CONDITIONS**

- (1) Service and dining may be in automobiles or outdoors, but all other activities shall be carried on within a building.
- (2) A setback of at least sixty (60) feet from the right-of-way line of any existing or proposed street shall be maintained.
- (3) Ingress and egress points shall be located at least fifty (50) feet from the nearest edge of the traveled portion of any intersecting streets.
- (4) Pedestrian areas shall be clearly marked and maintained.
- (5) Only one (1) ingress-egress drive shall be allowed per major thoroughfare.
- (6) All parking requirements shall comply with Article 5 of this Ordinance.
- (7) Notwithstanding the dimensional standards of this Ordinance, lots used for drive-in businesses and drive-in or drive-through restaurants shall have a minimum width of one hundred (100) feet.
- (8) Queuing requirements, drive-in and drive-through businesses shall be designed to accommodate the maximum number of queuing vehicles that may be expected to seek service at any one time without queuing onto an adjacent thoroughfare, including service drives. The determination as to the required queuing spaces shall be established by the Planning Commission based upon the anticipated number of vehicles likely to queue while waiting for service. The Planning Commission may require more than twelve (12) queuing spaces based upon evidence presented to it, but in no event shall the required number of queuing spaces be reduced below twelve (12).

- (9) Snack and nonalcoholic beverage bars shall have a minimum queuing space in advance of order boards to accommodate six (6) motor vehicles at any time.
- (10) These requirements shall not apply to drive-in or drive-through businesses including restaurants, where queuing is accommodated entirely within the confines of a development exclusive of that development's access or service drives.
- (11) Notwithstanding the provisions of this section, the queuing of vehicles onto the traveled portion of a public roadway providing access to the business establishment such that queuing interferes to an extent with the free flow of traffic on the traveled portion of that roadway shall subject the Special Use Permit holder to enforcement action, including fines, injunctive relief and/or revocation of the Special Use Permit.
- (12) The site shall have been found to be a suitable site for a drive-in or drive-through establishment, with regard to traffic safety, by a registered engineer with an educational specialization in traffic engineering.
- (13) For the C-L Local Commercial and C-O Office Commercial districts, a Financial Institution, with Drive-Through shall have a maximum of two (2) drive-through lanes.
- (14) For the C-G General Commercial district, a Financial Institution, with Drive-Through which has two (2) or fewer drive-through lanes shall be permitted by special conditions. All other drive-in and drive-through uses in the C-G district shall require a Special Use Permit.

STAFF COMMENT:

Staff offers the following as potential questions and items for discussion:

- Should there be a standard as to where certain elements such as the pickup window or menu boards are located? (e.g., on the side, in the rear, not in the front, etc.)
- Regarding standard (2), how should the 60-foot setback be measured? For the past several reviews, this has been applied as a 60-foot setback for the building.
- Regarding standard (3), the separation of ingress and egress points from intersecting streets may be more appropriately governed by MDOT or GT County Road Commission standards or other parts of the Zoning Ordinance. (e.g., the qualifying standards for additional access in Section 512 start at 300 feet of separation between access points)
- Should standard (4) more clearly require safe access for pedestrians from the building, through the drive-through area, to a public sidewalk or trail?
- Should the minimum stacking space requirement be revisited, especially given the increased use of drive-through and the desire to minimize adverse effects on neighboring properties and the public roadway? Is a minimum standard necessary or should the number of stacking spaces be guided by other information such as the results of a traffic analysis?
- Should a traffic impact study (Section 618) always be required for a drive-through use?

DISCUSSION ONLY:

This information is provided for review and discussion by the Planning Commission. No action is required.