

CHARTER TOWNSHIP OF GARFIELD PLANNING COMMISSION MEETING

Wednesday, February 28, 2024 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 – February 14, 2024

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
 - i. Master Plan Announcement

6. Unfinished Business

- a. Master Plan Update – Review Final Draft and Draft Response to the Watershed Center
(draft Master Plan document available at: <https://www.garfield-twp.com/masterplan.asp>)

7. New Business

8. Public Comment

9. Other Business

10. Items for Next Agenda – March 13, 2024

- a. 3066 North Garfield Special Use Permit – Public Hearing
- b. Culver Meadows Senior Living Conditional Rezoning – Findings of Fact

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
February 14, 2024**

Call Meeting to Order: Chair McManus called the February 14, 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, John Racine, Robert Fudge and Joe McManus,

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)

Cline moved and Fudge seconded to approve the agenda as presented.

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

Nays: None

3. Minutes (7:04)

a. January 23, 2023 Regular Meeting

Fudge moved and Robertson seconded to approve the January 23, 2023 Regular Meeting minutes as amended noting that in item 5 should be corrected to read, “. . . a report from the Road Commission indicated that the MDOT would not support funding of the Hartman/Hammond Bridge . . .”

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

Nays: None

4. Correspondence (7:03)

None

5. Reports (7:05)

Township Board Report

Agostinelli stated that a new Metro Fire Chief has been named and the Zoning Ordinance amendment for the Commercial District Housing Development was approved by the Board. She added that more discussion took place regarding the township manager position.

Planning Commissioners

i. Zoning Board of Appeals

Fudge reported that a meeting is scheduled for tomorrow evening.

ii. Parks and Recreation Commission

DeGood mentioned that a grant from the Natural Resources Trust Fund for the Commons area was approved and the commission looked at plans for the River East Park.

iii. Joint Planning Commission

Racine said that trail work on a barrier free trail will be completed at the Commons area as a result of the MDNR grant. He added that other entities, including the township, would contribute to the trails project at the Commons.

Staff Report

i. PD 2024-14 – Planning Department Monthly Report – February 2024 (7:06)

Hannon stated that the monthly report was included in packets.

ii. Master Plan Announcement

Hannon stated that the Master Plan final draft has been completed and will be reviewed by commissioners at the study session. Lighting at Grand Bay Marine was addressed and commissioners discussed lighting in general.

6. Unfinished Business

a. PD 2024-15 – PD 2024-5 – Culver Meadows Traverse Senior Living Conditional Rezoning – Public Hearing (7:17)

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 previous Zoning Ordinance had a definition for “Institutions for Human Care” which included adult foster care homes. Since that time, a new Zoning Ordinance was established in 2015 that follows the State of Michigan definitions for adult foster care homes and restricts their application, in conformance with State law, in the Residential zoning districts. The zoning on the parcel would be downzoned from R-1 to A – Agriculture. The applicant has offered as a condition of approval to limit the use to a Large Group Home and Childcare center only. The use would cease to exist and revert to the R-1 zoning district if the home ceased to exist.

McManus opened the public hearing at 7:19pm and seeing no one wishing to speak, closed the public hearing.

Sych further updated commissioners on the nearby wetlands and the compliance with the 75' setback requirement and stated that the wetlands may pose a problem for the proposed day care center. Sych stated that wetland areas may need to be delineated and the conditional zoning should be reviewed by the township attorney. Any wetland delineation would be needed prior to a permit being issued and only if the proposed daycare center was to be located in that area.

Robertson moved and Cline seconded TO direct staff to prepare Findings of Fact for application Z-2023-04 subject to the following conditions 1 through 6 as indicated in PD 2024-15):

- 1. Provide a legal description for the existing Culver Meadows site (parcel 05-030 008-45) on the site plan.*
- 2. Provide a sidewalk connection between the child care center and the adult foster care facility.*
- 3. Provide a lighting photometric plan with area of illumination illustrated by point values on a photometric plan, Kelvin rating, as well as the type of fixtures and shielding to be used.*
- 4. Provide a landscaping plan and table identifying the species, size of landscape materials, and number proposed and existing, compared to what is required by the Ordinance.*
- 5. Provide a wetland delineation completed and verified in accordance with Section 534 prior to construction of the future day care center if located at its currently proposed location.*
- 6. The township attorney will review the conditional rezoning agreement.*

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

b. PD 2024-16 – 3066 North Garfield Special Use Permit – Un-Table/Set Public Hearing (7:34)

This application was tabled by the Planning Commission at its meeting on October 11, 2023 to allow for a process to consider amending Section 725 Commercial District Housing Development in the Zoning Ordinance. The board took action to adopt the zoning amendment at its February 13th meeting.

Agostinelli moved and Fudge seconded THAT application SUP-2023-08, submitted by 3066 N. Garfield Rd LLC for a Special Use Permit for a commercial district housing development on Parcel 05-013-050-00, BE UNTABLED, and SCHEDULED for a public hearing for the March 13, 2024 Regular Planning Commission meeting.

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

7. **New Business**

None

8. **Public Comment (7:38)**

None

9. **Other Business (7:38)**

None

10. **Items for Next Agenda – February 28, 2024 (7:38)**

- a. Master Plan Update – Review Final Draft
Staff discussed the layout of the new Master Plan and asked commissioners to review it and bring back any proposed changes or questions to the study session. A summary will be provided to show changes in the new Master Plan as opposed to the old one.

11. **Adjournment**

Fudge moved to adjourn the meeting at 7:47 pm.

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



Charter Township of Garfield

Grand Traverse County

6a.

3848 VETERANS DRIVE
TRAVERSE CITY, MICHIGAN 49684
PH: (231) 941-1620 • FAX: (231) 941-1588

February 28, 2024

Heather Smith
Grand Traverse Bay WATERKEEPER
13170 S. West Bay Shore Drive, Suite 102
Traverse City, MI 49684

RE: Charter Township of Garfield Master Plan

Dear Heather:

In response to your letter dated January 24, 2024, and on behalf of the Charter Township of Garfield Planning Commission, we offer the following comments:

1. Description of Specific Waterbodies and Waterways. While we appreciate the added detail, the existing conditions portion of the Master Plan is intended to be a broad community overview and adequate basis for the goals and objectives. We will continue to rely on specialists in the community for explicit details and expertise related to natural features and specific projects within the Township.
2. Water and Environment-Related Goals and Objectives. We made some minor text changes in reflection of your comments. Many existing zoning ordinance requirements are currently administered and applied through development reviews and ordinance enforcement. These requirements will continue to be improved and expanded as appropriate to meet Master Plan goals and objectives. However, some of the recommended changes are significant policy directives that do not fall under planning and zoning and are better suited to be addressed by the Township Board, Grand Traverse County Environmental Health, or other entities, particularly the recommendations regarding tree preservation requirements, education of public health threats, and required septic system inspections.

Sincerely,

John C. Sych, AICP
Director of Planning