

**CHARTER TOWNSHIP OF GARFIELD  
PLANNING COMMISSION MEETING  
March 12, 2025**

**Call Meeting to Order:** Chair DeGood called the March 12, 2025 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, Cara Eule, Chris DeGood, and Robert Fudge

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)**

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

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

*Nays: None*

**3. Minutes (7:02)**

**a. February 26, 2024 Joint Meeting with Township Board**

*Robertson moved and Fudge seconded to approve the February 26, 2024 Joint Meeting minutes as presented.*

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

*Nays: None*

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

Sych noted that East Bay Township served notice that they are amending their Master Plan. A copy of a driveway permit application is also included for the proposed cell tower.

**5. Reports (7:03)**

**Township Board Report**

Agostinelli stated that talks with the City regarding the water are moving along and four outstanding permits have been issued to the developers.

**Planning Commissioners**

- i. **Zoning Board of Appeals**  
Fudge declared that there was no meeting.
- ii. **Parks and Recreation Commission**  
DeGood reported that there was no meeting
- iii. **Joint Planning Commission**  
Agostinelli stated that there was no meeting

**Staff Report**

- i. **PD-2025-19 – Planning Department Monthly Report – March 2025**  
Sych stated that a summary of March 2025 Planning Department activities was included in meeting packets and he has been named to the Airport Zoning Commission which is developing a land use plan for the 10 mile radius around the airport. Hannon noted that he is continuing the GIS database of streetlights in the township.

**6. Unfinished Business**

- a. **PD 2025-20 – Tower North Wireless Communication Facility SUP – Follow Up (7:07)**

This application requests a Special Use Permit (SUP) for a wireless communication facility (cell tower) at 2767 Zimmerman Road. The applicants propose a 155-foot-tall monopole tower with associated antenna equipment within a fenced-in compound. Wireless communication facilities are permitted via SUP in the A-Agricultural zoning district. Hannon said that staff has drafted Findings of Fact for commissioner review. The permit for a driveway was submitted to the Road Commission but is intended to be for authorized personnel only.

*Robertson moved and Cline seconded THAT the Findings of Fact for application SUP-2024-02, as presented in Planning Department Report 2025-20 and being made a part of this motion, BE ADOPTED.*

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

*Robertson moved and Cline seconded THAT application SUP-2024-02, submitted by TowerNorth Development, LLC for a Special Use Permit for a wireless communication facility at 2767 Zimmerman Road, on a portion of Parcel #05-019-001-00, BE APPROVED, subject to the following conditions (1-6 as indicated in Planning Department Report 2025-20):*  
*1. The access drive shall only be available for use by authorized personnel.*

- 2. An updated site plan shall be submitted with additional landscaping to provide screening along the south lot line, in accordance with the landscaping requirements of the Zoning Ordinance.*
- 3. All final reviews from agencies with jurisdiction shall be provided prior to a Land Use Permit being issued.*
- 4. All proposed site improvements shall be installed prior to the issuance of a Certificate of Occupancy.*
- 5. The applicant shall record promptly the Report and Decision Order (RDO) and any amendment to such order with the Grand Traverse County Register of Deeds in the chain of title for each parcel or portion thereof to which the RDO pertains. A copy of each recorded document shall be filed with the Director of Planning within thirty (30) days of final approval by the Township or approval shall be considered to have expired.*
- 6. An updated site plan shall be provided with an elevation sketch of the ground equipment and shelter to demonstrate that they are less than 15 feet in height.*

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

**b. PD 2025-22 – Ollie’s Bargain Outlet – C-P District Site Plan Review – Follow-up (7:16)**

The site is located at 3350 W South Airport Road at the Grand Traverse Mall and is the tenant space for the former TJ Maxx store. The tenant space is approximately 27,799 square feet in floor area. The proposed Ollie’s Bargain Outlet is another retail use which is proposed to occupy this tenant space. While there is no change in use, the proposed renovation of the tenant space will create a new entrance to the Grand Traverse Mall from the outside. Grand Traverse Mall representative Eddie Bowles said that Ollie’s wanted a separate outdoor entrance due to the large flatbed carts provided for shoppers which would be a danger in the mall area. He spoke regarding the inside access to the space and discussed options to close off that particular inside corridor. He discussed the outdoor entrance to Ollie’s and where it would ideally be located. Commissioners discussed the parking lot as it pertained to the entry and the proposed outdoor stairwell that Ollie’s proposes as well as the surrounding sidewalk area. Signage was also briefly discussed and Sych noted that signage was a separate permit.

*Robertson moved and Agostinelli seconded THAT application SPR-2025-01, submitted by Frank Meyers for a retail outlet and new entrance to the Grand Traverse Mall on parcel 05-021-015-00 located at 3350 W. South Airport Road, BE APPROVED, subject to the following conditions:*

- 1. All agency reviews shall be received and deemed compliant prior to issuing a Land Use Permit or Building Permit.*

2. *All signs are subject to sign permit application and review.*
3. *An updated site plan with parking lot and curbing improvements shall be submitted for Administrative review.*

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

7. **New Business**

a. **PD 2025-22 – Gauthier Site Multi-Family Development Special Use Permit – Introduction (7:51)**

Keel Capital LLC is asking for a Special Use Permit for a multi-family development located at 2105 N. US 31 South, Parcel No. 05-021-054-00. The parcel is zoned R-3 Multi-Family Residential and is about 18.98 acres. The future land use map designates this parcel as High Density residential. Will Bartlett spoke and stated that the plan was consistent with the conceptual review except they went from proposing four buildings to three. There will still be 149 units and 100% of the homes will meet the AMI threshold. This is workforce housing which will be subsidized by the Brownfield plan. Engineer Bob Verschaeve explained the topographical areas of the site. Sych talked about the traffic movements on the site and Commissioners discussed the proposed project and asked questions regarding the slopes and curbing near the parking areas.

*Agostinelli moved and Cline seconded THAT application SUP-2025-01, submitted by Gosling Czubak Engineering Services, Inc., for a Special Use Permit for an apartment complex at Parcel 05-021-054-00, BE ACCEPTED, and SCHEDULED for a public hearing for the April 9, 2025 Regular Planning Commission meeting.*

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

8. **Public Comment (8:15)**

Emily Fitzgerald of Traverse City, an NMC student, asked about workforce housing and what role the township played to provide such housing.

9. **Other Business**

a. **Election of Vice Chair (8:20)**

*Cline moved and Robertson seconded to appoint John Racine as Vice Chair.*

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

**10. Items for Next Agenda – March 26, 2025 (8:22)**

- a. Zoning Ordinance Amendments on “Substantial Construction” Definition, Sign and Lighting – Discussion
- b. 2025 Planning Commission Priorities/Master Plan Implementation Matrix

*Robertson moved and Cline seconded to cancel the March 26, 2025 Planning Commission meeting due to potential lack of quorum.*

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

**11. Adjournment**

*Fudge moved to adjourn the meeting at 8:24pm.*

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