

**CHARTER TOWNSHIP OF GARFIELD
PLANNING COMMISSION MEETING**

Wednesday, May 28, 2025 – 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 – May 14, 2025

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

7. New Business

- a. PD-2025-43 – Training – Capital Improvements Program
- b. PD-2025-44 – South Airport Road Corridor Plan Concept

8. Public Comment

9. Other Business

10. Items for Next Agenda – June 11, 2025

- a. Lake Pointe Planned Unit Development Major Amendment – Public Hearing
- b. Zoning Ordinance Proposed Amendments on “Substantial Construction” Definition and Lighting – Public Hearing
- c. Scussel Property A-Agricultural Rezoning – Findings of Fact
- d. High Tops Cherryland Center – C-P Planned Shopping Center Site Plan Review

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
May 14, 2025**

Call Meeting to Order: Chair DeGood called the May 14, 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, John Racine, Cara Eule, Chris DeGood, and Robert Fudge

Staff Present: Deputy Planning Director Steve Hannon

1. Public Comment (7:01)

Carolyn Strand of Woodward Ave commented on the High Tops application and its possible negative impacts to the neighborhood.

Hayden Northrup of Meadow Drive commented on the High Tops application. He asked about other neighborhood bars.

Megan Blonshine of Leewood Drive commented on the High Tops application and stated that she spoke to neighbors and the noise does not affect them at all.

Chris Remy of Woodward Ave. also commented on the High Tops application in terms of the concentration of liquor licenses in that area and does not feel like the bar/nightclub is a good fit for the neighborhood.

2. Review and Approval of the Agenda – Conflict of Interest (7:10)

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

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

Nays: None

3. Minutes (7:11)

a. April 23, 2025 Regular Meeting Minutes

Robertson moved and Fudge seconded to approve the April 23, 2025 minutes as presented.

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

Nays: None

4. Correspondence (7:11)

Hannon noted two pieces of correspondence relating to the High Tops application and a letter from the Watershed Center regarding item 7b.

5. Reports (7:12)**Township Board Report**

Agostinelli stated that she had nothing to report

Planning Commissioners**i. Zoning Board of Appeals**

Fudge declared that there was no meeting.

ii. Parks and Recreation Commission

DeGood reported that the Parks Commission met at a special meeting and discussed the new Commons trail and planning for the Capital Improvement Program (CIP).

iii. Joint Planning Commission

Racine stated that there has not been a meeting.

Staff Report**i. PD-2025-25 – Planning Department Monthly Report – May 2025**

Hannon indicated that a summary of May 2025 Planning Department activities was included in packets and he attended a workshop at the GTRLC on identifying priority conservation pieces. He added that the new township website is now live.

6. Unfinished Business**a. PD 2025-38 -Scussel Property A- Agricultural Rezoning – Public Hearing (7:16)**

Applicants are requesting a rezoning of a 2.12-acre parcel at 306 W. Hammond Road. It is currently zoned as Conditionally Zoned C-G General Commercial and the applicants are requesting to rezone the parcel to A- Agricultural. The owners propose to assemble two parcels to expand existing conservation easement to prohibit land use development on the property. Zoning on adjacent properties is conditionally zoned A- Agricultural or A- Agricultural. West, North and East adjacent parcels are vacant and the parcel to the south is agricultural. Staff recommend that both the subject parcel and the larger neighboring parcel be included in the application. The proposed zoning is compatible with the Future Land Use designation for the two parcels. Chair DeGood opened the public hearing at 7:19pm and seeing no one wishing to comment, he closed the public hearing.

Racine moved and Eule seconded TO direct Staff to draft Findings of Fact for review at the June 11, 2025 Planning Commission regular meeting for application Z-2024-01, submitted by Chris and Anita Scussel to rezone the following parcels:

- *Parcel No. 05-024-020-00, located at 306 W Hammond Road, from its current conditional zoning of C-G – General Commercial to the A-Agricultural zoning district without restriction*
- *Parcel No. 05-024-019-20, located at 478 W Hammond Road, from its current conditional zoning of A-Agricultural to the A-Agricultural zoning district without restriction.*

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

b. PD 2025-29 – Gauthier Site Multi-Family Development Special Use Permit – Findings of Fact (7:21)

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 and is about 18.98 acres. The future land use map designates this parcel as high density residential and wetlands take up much of the site. There will be three multi-family residential buildings with a total of 149 dwelling units. 228 parking spaces will be provided along with bicycle parking and a traffic study called for some improvements to southbound US 31 in the form of a taper lane for right hand turns. Staff noted that they were still awaiting wetland delineation to be verified by the state. Engineer Bob Verschaeve updated commissioners on the wetland delineation and are awaiting a formal report from EGLE. Developer Will Bartlett addressed the issue of a pathway as required by condition #2 and was amenable to providing an easement for a future trail.

Agostinelli moved and Robertson seconded THAT the Findings of Fact for application SUP-2025-01, as presented in Planning Department Report 2025-39 and being made a part of this motion, BE ADOPTED.

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

Agostinelli moved and Cline seconded THAT application SUP-2025-01, submitted by Gosling Czubak Engineering Services, Inc., for a Special Use Permit for a 149-unit multiple-family dwelling development at Parcel 05-021-054-00, BE APPROVED, subject to the following conditions (1-7 as indicated in Planning Department Report 2025-39):

- 1. Verification of the wetland delineation by EGLE is required prior to any land use permits being issued. However, if there are any alterations to the delineation which impact the site layout, including buildings and parking areas, then an updated site plan shall be prepared and returned to the Planning Commission for additional review.*
- 2. The applicant shall dedicate an easement for construction of the shared-use pathway along US-31 which, while required, shall be deferred*

until a design can be configured that works with adjacent properties, including considering any alternate routes.

3. Final engineering review and approval by the Township Engineer is required including all infrastructure and stormwater.

4. All final reviews from agencies with jurisdiction shall be provided prior to any Land Use Permits being issued.

5. All proposed landscaping and site amenities shall be installed prior to the issuance of a Certificate of Occupancy.

6. The applicant shall provide two (2) full-size plan sets, one (1) electronic copy of the full application (in PDF format) with all updates as required by the conditions of this approval and indicating compliance with all provisions of the Zoning Ordinance.

7. The applicant shall record promptly the amended 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.

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

Nays: None

7. New Business

a. PD-2025-40 High Tops Cherryland Center – C-P Planned Shopping Center Site Plan Review (7:43)

The applicant is requesting approval of a site plan for a night club and bar/restaurant located at 1776 South Garfield Ave in the Cherryland Center in a portion of the old Younkers building. The applicant had previously applied for this use in a different portion of Cherryland Center at 1212 West South Airport Road, the former Sears building which is now K1 Speed Indoor Kart Racing. The previous application had been introduced to the Planning Commission at their meeting on September 11, 2024. The Planning Commission expressed concerns about the proposed development and its potential impacts on the surrounding neighborhood, given that the entrance directly faced a residential neighborhood. In the new application, staff still had concerns with the late hours of operation and noise impacts in the neighborhood. Commissioners discussed concerns such as the rear door exit and when it would lock, sound dampening walls and making sure the front entrance was the only one used by staff and visitors to mitigate noise in the neighborhood. Applicant Philip Beehler addressed the concerns and stated that he has added insulation and parking in the back of the building would be for employees only. Commissioners discussed the rear entry/exit and asked the applicant to seek professional assistance with the sound dampening engineering on the site.

Racine moved and Robertson seconded THAT application SPR-2025-06, submitted by Philip Beehler, for a bar, restaurant, and night club on Parcel No. 05-014-049-08 located at 1776 South Garfield Avenue, BE TABLED to allow for the applicant to address the following issues:

- 1. Provide details regarding the materials of the sound dampening wall.*
- 2. Address any concerns regarding the hours of operation and proposed locking of the rear doors.*

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

b. PD-2025-41 Oak Hollow Planned Unit Development Major Amendment – Introduction (8:06)

The applicant is requesting a major amendment to the Lake Pointe PUD Oak Hollow Multi-Family. Two multi-family residential building with 24 total dwellings units; one building with 14 units and one building with 10 units would be built. 57 total parking spaces are proposed and the use will be changed from office to residential. Doug Mansfield, of Mansfield Land Use Consultants, representing the applicant, indicated that they met with TART and TART would like an easement to get into the upland quicker. Mansfield also indicated that the new trail from the Boardman Lake Loop to Oak Hollow Drive would be paved.

Robertson moved and Racine seconded THAT application PUD-1987-02-M, submitted by SPPEC Holdings, LLC, for a major amendment to the Lake Pointe Planned Unit Development to construct two buildings with 24 multi family dwelling units at Parcel 05-212-002-00, BE ACCEPTED, and SCHEDULED for a public hearing for the June 11, 2025 regular meeting of the Planning Commission, subject to the applicant addressing the following items:

- 1. The applicant should clarify that the chosen light fixtures will be 3,500 K or warmer to meet the standard of Section 517.D.*
- 2. A detail of the bicycle racks is needed on the site plan.*
- 3. The proposed trail should be at least 10 feet wide, an easement area identified, and a public easement access declaration prepared.*

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

c. PD-2025-42 Pine Grove Homes Special Use Permit – Extension Request (8:23)

Applicant Rick Newman from Pine Grove homes is requesting an extension of an SUP. The Pine Grove Homes SUP was approved with conditions by the Planning Commission on May 10, 2023, with the Report and Decision Order (RDO) having been recorded on June 1, 2023. The application requests to use an existing vacant site at 4030 Meadow Lane

Drive for mobile home sales. This use is described in the Zoning Ordinance as “Sale of Prefabricated Structures” and this use is permitted via Special Use Permit in the C-G General Commercial district. The applicant is requesting an extension of the Special Use Permit. A letter dated April 24, 2025 from Crain Engineering indicates that the applicant has met the criteria for an extension.

Agostinelli moved and Cline seconded THAT application SUP-2023-01, submitted by Rick Newman for a Special Use Permit for the sale of prefabricated structures at Parcel 05-032-001-20, BE GRANTED a one-year extension until June 1, 2026 to establish the use on the site.

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

d. PD-2025-37 – Proposed Zoning Ordinance Amendments on “Substantial Construction” Definition and Lighting – Introduction (8:30)

At the April 23, 2025 study session, the Planning Commission reviewed the proposed Zoning Ordinance language for the definition of “Substantial Construction,” changes to certain parts of the Zoning Ordinance where “Substantial Construction” is mentioned, and proposed changes and additions to Section 517. The Planning Commission provided their feedback, suggested some edits to the proposed changes, and asked that Staff prepare the language for an introduction as a proposed Zoning Ordinance text amendment. Commissioners reviewed the language and agreed that it could be set for a public hearing.

Cline moved and Robertson seconded THAT the draft proposed Zoning Ordinance text amendment, as attached to Planning Department Report 2025-37, BE SCHEDULED for a public hearing for the June 11, 2025 Planning Commission Regular Meeting.

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

8. Public Comment (8:32)

None

9. Other Business (8:32)

Agostinelli noted lots of bright neon lighting outlining buildings along South Airport at night. Staff will investigate any enforcement if needed.

10. Items for Next Agenda – May 28, 2025 (8:35)


- a. Training Capital Improvements Program
- b. South Airport Road Corridor Plan Concept

Planning Commissioners discussed sign ordinance updates and Hannon indicated that legal counsel was still reviewing the materials.

11. Adjournment

Fudge moved to adjourn the meeting at 8:39pm.

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

	Charter Township of Garfield Planning Department Report No. 2025-43	
	Prepared: May 21, 2025	Pages: 2
	Meeting: May 28, 2025 Planning Commission Study Session	Attachments: <input type="checkbox"/>
	Subject: Training – Capital Improvements Program	

BACKGROUND:

At the March 25, 2025 meeting, the Township Board voted to form a Capital Improvements Planning (CIP) Committee. The CIP Committee will review and finalize the Township Capital Improvements Plan which will be used as information in budgeting for Township projects. The CIP Committee is comprised of the following members:

- Township Supervisor
- Township Trustee – Representative for Building Committee
- Township Trustee – Representative for Parks and Recreation Commission
- Township Manager
- Township Engineer
- Township Planning Director

The Michigan Planning Enabling Act (PA 33 of 2008, as amended, MCL 125.3801 *et seq.*) describes the role of the Planning Commission in the development of a CIP:

125.3865 Capital improvements program of public structures and improvements; preparation; basis.

Sec. 65. (1) To further the desirable future development of the local unit of government under the master plan, a planning commission, after adoption of a master plan, shall annually prepare a capital improvements program of public structures and improvements, unless the planning commission is exempted from this requirement by charter or otherwise.

If the planning commission is exempted, the legislative body either shall prepare and adopt a capital improvements program, separate from or as a part of the annual budget, or shall delegate the preparation of the capital improvements program to the chief elected official or a nonelected administrative official, subject to final approval by the legislative body.

The capital improvements program shall show those public structures and improvements, in the general order of their priority, that in the commission's judgment will be needed or desirable and can be undertaken within the ensuing 6-year period.

The capital improvements program shall be based upon the requirements of the local unit of government for all types of public structures and improvements. Consequently, each agency or department of the local unit of government with authority for public structures or improvements shall upon request furnish the planning commission with lists, plans, and estimates of time and cost of those public structures and improvements.

(2) Any township may prepare and adopt a capital improvement program. However, subsection (1) is only mandatory for a township if the township, alone or jointly with 1 or more other local units of government, owns or operates a water supply or sewage disposal system.

The CIP Committee held their first meeting on April 22, 2025. The CIP Committee's packet included the following draft annual timeline for the adoption of the CIP:

- April / May – Collect and Update Information
- May / June – Recommendations from Parks and Recreation Commission and Building and Grounds Committee
- June – Review / Recommendation by Planning Commission
- July – Review / Adoption by Township Board

PLANNING COMMISSION'S ROLE:

The CIP process is useful for the Township to manage capital assets and achieve its vision as described in the Master Plan. The Planning Commission's role in the CIP process is to help ensure that the CIP meets the vision and goals as illustrated in the Master Plan. The Master Plan Implementation Matrix lists all the goals and objectives of the Master Plan. Some of the categories of the goals and objectives also correspond with the goals of the Township Strategic Plan. Goals for which the CIP could be useful in implementing include the following:

- ***Natural Resources: Natural Environment*** – Goal: Promote natural environment protection in a planned and strategic manner.
- ***Natural Resources: Water Quality*** – Goal: Make water system improvements and support environmental conservation efforts to protect water quality.
- ***Natural Resources: Energy*** – Goal: Support energy efficiency and conservation, and sustainable building practices and products.
- ***Parks and Trails*** – Goal: Foster a system of high-quality active and passive parks connected by trails.
- ***Transportation and Infrastructure: Parking and Sidewalks*** – Goal: Establish a coordinated, efficient, and attractive system of pathways, sidewalks, and parking areas.
- ***Transportation and Infrastructure: Water and Sanitary Sewer*** – Goal: Improve, expand, and maintain critical water and sewer infrastructure.
- ***Public Safety*** – Goal: Support collaborations which promote public safety

TRAINING:


On April 10, 2025, Staff attended a webinar training hosted by Michigan State University Extension and the Michigan Department of Treasury. The webinar recording can be found at the following link:

- https://mediaspace.msu.edu/media/2025+Fiscally+Ready+Communities+-+Capital+Asset+Management+and+Planning/1_nu4k4e53

Staff intend on showing a portion of this recording (from timestamp 11:13 to 42:27) during the study session as a training module on developing the CIP.

ACTION REQUESTED:

This item is intended for training and discussion. No action is requested.

	Charter Township of Garfield Planning Department Report No. 2025-44	
	Prepared: May 21, 2025	Pages: 2
	Meeting: May 28, 2025 Planning Commission Study Session	Attachments: <input type="checkbox"/>
	Subject: South Airport Road Corridor Plan Concept	

BACKGROUND:

The South Airport Road corridor is a regional commercial area and major east-west transportation artery, including an essential crossing of the Boardman River. The corridor is anchored by the Cherryland Center at the easterly end and the Grand Traverse Mall at the westerly end. Adjacent industrial areas are also served by the corridor. While providing an essential route for motorized transportation, the corridor also allows opportunity to establish new non-motorized connections to the Boardman Lake Loop Trail and surrounding area. Finally, the planned expansion of the Cherry Capital Airport will have further impact on the corridor.

In the Township Master Plan, Goal 7 in the category of Transportation and Infrastructure: Streets and Roads states, “support the improvement, maintenance, and connectivity of streets and roads.” A corridor plan for South Airport Road would address several aspects of the corridor such as access management, cross-access connections, trails, sidewalks, and streetscape design elements such as signage and lighting. A corridor plan would help fulfill this goal and several of the associated objectives within the Master Plan. Specifically, Objective 7.6 in the Master Plan states that “...access management plans are desired for key corridors including the South Airport Road corridor from Cass Road to Townline Road...”

CONCEPTUAL PROCESS:

For discussion and consideration, Staff has outlined the process for development of a corridor plan. To develop a corridor plan for South Airport Road, the process may include three primary phases:

- 1) *Initial Discussions and Investigation*
- 2) *Community Engagement, Assessment, and Visioning*
- 3) *Plan Development and Implementation*

1) Initial Discussions and Investigation

Before any formal planning process would commence, there would be initial discussions with various stakeholders, including the Grand Traverse County Road Commission, East Bay Charter Township, property owners, and local businesses. One part of those discussions may focus specifically on the Logan’s Landing area due to its opportunity for redevelopment and the needed improvements for the crossing of the Boardman River. From that point, the discussion could be extended for the entire six-mile corridor from Silver Lake Road east to Three Mile Road.

In addition to the discussions, a background investigation would also be conducted, including how to advance the Road Commission’s East/West Corridor Transportation Study and its focus on South Airport Road. Background investigation may include visiting other communities that have experienced successful redevelopment of their corridors. From this investigation and discussions, a clearly defined scope, objectives, process, and timeline for the planning process will be established.

2) Community Engagement, Assessment, and Visioning

Community engagement is intended to identify corridor issues through surveys, open houses, and focus group meetings. This would be an opportunity to solidify partnerships and seek technical assistance to aid the planning process.

Assessment work includes reviewing existing plans and compiling current conditions such as land uses, transportation, demographics, economic and market conditions, natural features, and resiliency challenges.

From the community engagement and assessment work, visioning can take place that responds to corridor issues by providing conceptual solutions. Conceptual solutions would be refined and lead to conceptual designs based on community feedback.

3) Plan Development and Implementation

Building on the conceptual designs, development of the plan would address future land use, access management including driveway and parking design, motorized and non-motorized infrastructure and connections, utility improvements, stormwater management, river crossing and floodplain management, and railroad crossings.

Moving towards implementation, the primary focus would be on zoning, including design guidelines, applied to private development and redevelopment. However, a more impactful approach would be to leverage private development and investment with public funding mechanisms, including corridor improvement authority, brownfield redevelopment authority, and/or land bank authority. This combined approach of private and public investment would ensure that corridor improvements are completed successfully and in a coordinated and efficient manner.

ACTION REQUESTED:

While no formal action is requested at this time, feedback by the Planning Commission on the concept is helpful. This concept will next be shared with the Township Board to determine whether development of a corridor plan should be pursued.