

# CHARTER TOWNSHIP OF GARFIELD PLANNING COMMISSION MEETING

Wednesday, May 8, 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 – April 24, 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. PD 2024-30 – Planning Department Monthly Report – May 2024
  - ii. Master Plan Announcement

**6. Unfinished Business**

**7. New Business**

- a. PD 2024-28 – Potter's Home Retreat B&B Special Use Permit – Introduction
- b. PD 2024-29 – BATA TC Housing Commission Phasing – PUD Minor Amendment

**8. Public Comment**

**9. Other Business**

**10. Items for Next Agenda – May 22, 2024**

- a. Master Plan Potential Implementation Projects – Discussion / Prioritization

**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  
April 24, 2024**

**Call Meeting to Order:** Vice Chair DeGood called the April 24, 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, Joe Robertson, John Racine, Chris DeGood, and Robert Fudge

Absent and Excused: Pat Cline 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)**

*Racine moved and Fudge seconded to approve the agenda as presented.*

*Yeas: Racine, Fudge, Agostinelli, Robertson, DeGood*

*Nays: None*

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

**a. April 10, 2024 Regular Meeting with Township Board**

*Agostinelli moved and Robertson seconded to approve the April 10, 2024 Regular Meeting minutes as amended noting that on page three, condition #6, the words “on the” should be removed.*

*Yeas: Agostinelli, Robertson, Fudge, Racine, DeGood*

*Nays: None*

**4. Correspondence (7:03)**

None

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

**Township Board Report**

Agostinelli stated that the rezoning request for Culver Meadows was approved and the concurrence resolution for the Gauthier property was also approved. The Supervisor, Clerk and Treasurer are running unopposed and there are seven running for the remaining trustee positions. She explained the new duties of the Supervisor.

### **Planning Commissioners**

- i. **Zoning Board of Appeals**  
Fudge reported that a front yard setback on Cass Court was approved.
- ii. **Parks and Recreation Commission**  
DeGood had no report.
- iii. **Joint Planning Commission**  
Racine said that Joint Planning Commissioners were updated on water and sewer issues as they relate to the Brownfield plans.

### **Staff Report**

- i. **Master Plan Announcement**  
Deputy Planner Hannon reported that the Master Plan is still within the 63-day review period. He added that there will be one more public hearing on the Master Plan and if anyone wants to review it, it is on the township website.
- ii. **Recap of 2024 National Planning Conference**  
Hannon stated that he and Sych attended the National Planning Conference in Minneapolis and many other planning entities were focusing on the same planning efforts as Garfield Township. Sych added that some other states were legislating housing in terms of exclusionary zoning and that states overall were getting more active in local zoning.

### **6. Unfinished Business**

None

### **7. New Business**

- a. **Master Plan Update – Potential Implementation Projects (7:13)**  
Planning Staff asked for feedback on potential projects for Master Plan implementation. Planner Sych stated that two new designations covered 13 areas of the township and that each of these areas should have a set of goals and objectives to guide future planning. Sych reviewed each district and commissioners commented and discussed the districts and uses within the districts. Staff suggested creating a new mixed use center district and rezoning the C-P district to a mixed-use center. Sych stated that this was important for Cherryland Center where all the uses needed to work together under one unified plan. Any transition would happen slowly and step by step. Other mixed use areas could be adjusted to be more adaptive. Logan's Landing was discussed as were various uses for the property. The R-3 district needs to create flexibility for different types of housing since anything more than a duplex needs a special use permit

currently. Sych also mentioned recalculating density in the R-3 district. Other possible tweaks to the zoning ordinance and future study session topics and action items were discussed which included lighting, drive through businesses, a pedestrian and non-motorized plan and food trucks. Sych also touched on short term rentals and so as not to be exclusionary, they should be considered in some commercial type areas. Planning Commissioners also asked to review the sign ordinance. Staff will come back with a work plan for these topics for the remainder of the year.

**8. Public Comment (8:18)**

A member of the public asked a question about a continuous sidewalk to West Senior High from Brookside Commons.

**9. Other Business (8:20)**

Hannon mentioned that a public input session was held recently and he had contact information.

**10. Items for Next Agenda – May 8, 2024 (8:21)**

BATA project updates may be discussed pertaining to MSHDA and a gas main. A bed and breakfast review may also come before the Planning Commission.

**11. Adjournment**

*Fudge moved to adjourn the meeting at 8:27pm.*

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

April 25, 2024

To Whom It May Concern,

This letter is to inform you that Blair Township is preparing to undertake a planning effort to review and update our Master Plan. In accordance with MCL 125.3839 of the Michigan Planning Enabling Act (PA 33 of 2008, as amended), this letter is to notify our neighboring municipalities, county, utilities and any other related entity that has requested notification of our "intent to plan."

Blair Township welcomes your cooperation and comments on the proposed plan. Once a draft of the changes has been prepared and approved, a copy for your review and comment will be available at <http://www.networksnorthwest.org/community/projects/>

If you have any questions or comments on our process, please feel free to contact me at 231.709.3204 or by email at [mike.szokola@networksnorthwest.org](mailto:mike.szokola@networksnorthwest.org)

Respectfully,



Mike Szokola

\*\*\* A list of all the names and addresses of who this notice went out to can be found on the attached pages.

Planning Commission  
Grand Traverse County  
400 Boardman Ave  
Traverse City, MI 49684

Charter Communication  
1392 Trade Centre Dr  
Traverse City, MI 49696

Kingsley Area Schools  
402 Fenton St.  
Kingsley, MI 49649

Planning Commission  
East Bay Township  
1965 N. Three Mile Road  
Traverse City MI 49686

DTE Energy  
1011 Hastings St.  
Traverse City, MI 49686

GTC Conservation District  
1450 Cass Rd  
Traverse City, MI 49685

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

Consumers Energy  
530 W. Willow St  
Lansing, MI 48906

Traverse City Area Public Schools  
PO Box 32  
412 Webster St  
Traverse City, MI 49686

Planning Commission  
Grant Township  
8986 Davis Road  
Buckley, MI 49620

Cherryland Electric CO  
PO Box 298  
Grawn, MI 49637

Northwest Education Services  
1101 Red Dr  
Traverse City, MI 49684

Planning Commission  
Green Lake Township  
PO Box 157  
Interlochen, MI 49643

AT&T  
54 N. Mill St, 4<sup>th</sup> Floor  
Pontiac, MI 48342

Grand Traverse County  
520 W Front Street  
Traverse City, MI 49684

Planning Commission  
Long Lake Township  
8870 N. Long Lake Road  
Traverse City, MI 49684

GT Road Commission  
21881 LaFranier Road  
Traverse City, MI 49696

EGLE  
120 West Chaplain ST  
Cadillac, MI 49601

Planning Commission  
Mayfield Township  
3010 W. Center Road  
Kingsley, MI 49649

Wolverine Power CO  
10125 West Watergate RD  
Cadillac, MI 49601

DNR  
2122 South M-37  
Traverse City, MI 49685

Planning Commission  
Blair Township  
2121 County Road  
Grawn, MI 49637

ITC  
801 S. Main St.  
Wayland, MI 49348

MDOT  
2084 US-31  
Traverse City, MI 49685

GTC Health Department  
2650 Lafranier  
Traverse City, MI 49686

Silver Lake Improvement Association  
3848 Veterans Dr  
Traverse City, MI 49684

TTCI  
600 E Front Street Suite 205  
Traverse City, MI 49686

Mich Con Gas Co  
1011 Hastings St.  
Traverse City, MI 49686

Traverse Area Recreation Trail  
N Four Mile RD  
Traverse City, MI 49685

Traverse Connect  
202 E Grandview Pkwy  
Traverse City, MI 49684

Antrim ● Benzie ● Charlevoix ● Emmet ● Grand Traverse ● Kalkaska ● Leelanau ● Manistee ● Missaukee ● Wexford  
PO Box 506 ● Traverse City, MI 49685-0506 ● Phone (231) 929-5000 ● Fax (231) 929-5012 ● [networksnorthwest.org](http://networksnorthwest.org)

Networks Northwest and Northwest Michigan Works! are supported by the State of Michigan and are proud partners of the American Job Center Network. Projects may be funded with the authorized and appropriate use of federal funds. Contact Networks Northwest for additional information. Equal opportunity employer/program. Auxiliary aids and service are available upon request to individuals with disabilities. Individuals with speech or hearing impairments may call the Michigan Relay Center by dialing 711.

		<b>Charter Township of Garfield</b>	
		<b>Planning Department Report No. 2024-30</b>	
Prepared:	May 1, 2024	Pages:	2
Meeting:	May 14, 2024 Township Board	Attachments:	<input type="checkbox"/>
Subject:	Planning Department Monthly Report – May 2024		

**PURPOSE:**

Staff provides a monthly report to the Township Board on activities of the Planning Department and the Planning Commission. The presentation of this report also provides a venue for the Township Board to have a dialog with staff about any of the activities or planning-related issues facing the Township.

**DEVELOPMENTS:**

The Planning Commission is currently conducting the following development review activity:

***Culver Meadows Senior Living – Conditional Rezoning***

- *Location:* 1611 N West Silver Lake Road, south of intersection with Secor Road
- *Development Description:* Proposed adult foster care facility for no more than 20 adults and childcare center for no more than 12 children adjacent to the existing Culver Meadows Senior Living facility
- *Status:* The Planning Commission introduced this application at their 1/10/2024 meeting and held the public hearing at their 2/14/2024 meeting. The Planning Commission adopted Findings of Fact at their 3/13/2024 meeting and recommended to the Township Board to approve the application with conditions. The Township Board introduced the application at their 3/26/2024 meeting. The Township Board held the public hearing and approved the application with conditions at their 4/23/2024 meeting.

***3066 North Garfield Road – Special Use Permit Review***

- *Location:* Southeast corner of North Garfield Road and Duell Road, south of South Airport Road
- *Development Description:* Commercial district housing development with 20 apartment units
- *Status:* The project was introduced at 10/11/2023 Planning Commission meeting. Commissioners generally supported the concept of the project, but the project as presented would not meet one of the standards within Section 725 of the Zoning Ordinance. Commissioners tabled the application at their 11/8/2023 meeting. The Township Board held a public hearing and approved an amendment to Section 725 at their 2/13/2024 regular meeting. The Planning Commission un-tabled the application at their 2/14/2024 meeting, held the public hearing at their 3/13/2024 meeting, and approved the application with conditions at their 4/10/2024 meeting.

***Gauthier Site – Conceptual Review***

- *Location:* 2105 N US 31 South, west side of US 31 at McRae Hill Road across from Hartman Road
- *Development Description:* Proposed multi-family apartment development
- *Status:* Planning Commissioners considered a conceptual review of the project at their 4/10/2024 meeting.

***The Potter’s Home Retreat Bed and Breakfast – Special Use Permit Review***

- *Location:* 492 W Potter Road, north side of Potter Road, west of intersection with Garfield Road
- *Development Description:* Proposed bed and breakfast with space for up to 6 guests
- *Status:* The application will be introduced to the Planning Commission at their 5/8/2024 meeting.

**PLANNING:**

Other Planning Department activities include the following:

- At their 3/27/2024 joint meeting with the Planning Commission, the Township Board voted to release the draft Master Plan for distribution for a 63-day review period as required by the Michigan Planning Enabling Act (MPEA). The MPEA also requires distribution of the draft Master Plan to required entities including the County, neighboring communities, public utilities, and the railroad company. Staff has distributed the draft Master Plan to these required entities. Remaining key dates in the timeline for adoption of the Master Plan are as follows:

Date	Action
<b>May 29, 2024</b>	* 63-day required review period ends
<b>June 12, 2024</b> – Planning Commission meeting	* Final public hearing on Master Plan * Anticipated recommendation of Master Plan adoption to the Township Board
<b>June 25, 2024</b> – Township Board Meeting	* Anticipated adoption of Master Plan

- The draft Master Plan and other information on the Master Plan adoption process is available on the Township website at the following link: <https://www.garfield-twp.com/masterplan.asp/>
- At their study session on 4/24/2024, the Planning Commission and Staff discussed several potential projects for 2024 to start implementation of the Master Plan once it is adopted. Staff will prepare a draft prioritization of these projects for review at the 5/22/2024 Planning Commission study session. Potential projects to update the Zoning Ordinance include the following:
  - A new Mixed-Use Center zoning district, for potential future application to areas with a Future Land Use designation of Mixed-Use Center in the new Master Plan
  - Greater flexibility for housing types in the R-3 zoning district
  - Updates to specific sections of regulations including lighting, signs, and drive-throughs
- *Professional development* – Staff attended the 2024 National Planning Conference, held from April 13-16 in Minneapolis, Minnesota. Throughout the sessions and discussions with other professional planners, it was a good opportunity to learn how different communities are handling planning-related issues that the Township is also facing. Communities presented case studies on how they addressed different challenges with housing, protection of small farms, rewriting their zoning ordinance, redevelopment of vacant or declining shopping malls, and other issues relevant to the Township.

**STAFF:**

John Sych, AICP, Planning Director  
 Email: [jsych@garfield-twp.com](mailto:jsych@garfield-twp.com)  
 Direct Line: (231) 225-3155

Stephen Hannon, AICP, Deputy Planning Director  
 Email: [shannon@garfield-twp.com](mailto:shannon@garfield-twp.com)  
 Direct Line: (231) 225-3156

 <b>Charter Township of Garfield</b> <b>Planning Department Report No. 2024-28</b>		
Prepared:	May 1, 2024	Pages: 4
Meeting:	May 8, 2024 Planning Commission	Attachments: <input checked="" type="checkbox"/>
Subject:	Potter’s Home Retreat Bed & Breakfast Special Use Permit – Introduction	
File No.	SUP-2024-01	Parcel No. 05-036-025-40
Applicant/Owner:	Brandy Christina Waslawski	

**BRIEF OVERVIEW:**

- 492 West Potter Road – north side of Potter Road west of Garfield Road
- Approximately 2 acres in area
- Existing single-family residence
- A-Agricultural zoning district

**PURPOSE OF APPLICATION:**

This application is requesting a Special Use Permit (SUP) for use of an existing single-family residence at 492 West Potter Road as a Bed & Breakfast Establishment. According to the applicant, the proposed bed and breakfast “is intended to serve anywhere from 1 to 6 guests per stay!” Bed & Breakfast Establishments are permitted via SUP in the A-Agricultural zoning district. Aerial images of the site are shown below.

*Zoomed-in aerial image of the subject property (property lines highlighted in blue):*



*Zoomed-out aerial image of the subject property (property lines highlighted in blue):*



**SITE DESIGN AND ZONING COMPLIANCE OVERVIEW:**

In approving any special use permit pursuant to Section 423, the Planning Commission may impose such reasonable standards, conditions, or requirements, in addition to or that supersede any standard specified in this ordinance, as it may deem necessary to protect the public interest and welfare. Such additional standards may include, but need not be limited to:

- a) Financing
- b) Availability of adequate public facilities or services
- c) Dedication of land
- d) Reservation of land
- e) Creation of special assessment districts
- f) Creation of restrictive covenants or easements
- g) Special setbacks
- h) Yard requirements
- i) Increased screening or landscaping requirements
- j) Area requirements
- k) Development phasing; or
- l) Standards pertaining to traffic, circulation, noise, lighting, hours of operation, protection of environmentally sensitive areas, and similar characteristics.

**ZONING ORDINANCE STANDARDS FOR BED AND BREAKFAST ESTABLISHMENTS:**

The Zoning Ordinance definition for Bed and Breakfast is listed as “A private residence that offers sleeping accommodations to transient tenants, is the innkeeper’s residence in which the innkeeper resides while renting the rooms to transient tenants and serves breakfast at no extra cost to its transient tenants.” Pursuant to Section 713 of the Zoning Ordinance, the following supplemental use regulations and conditions apply to bed and breakfast establishments:

- (1) *The minimum lot size shall be as pursuant to the District minimum for Single Family Dwellings.*

The minimum lot size in the A-Agricultural district is 43,560 square feet or 1 acre. The subject parcel is approximately 2 acres and therefore exceeds the minimum lot size requirement.

- (2) *Bed & Breakfast establishments shall not be allowed on lots or parcels, including legal nonconforming lots or parcels, which do not meet the established lot size, requirements for the district in which they are allowed.*

In addition to the minimum lot size, parcels in the A-Agricultural zoning district require a minimum width of 110 feet. The mortgage survey provided by the applicant shows the lot width at 171.36 feet, which meets the minimum lot width.

- (3) *No bed and breakfast establishment shall be located closer than one thousand (1,000) feet from another bed and breakfast establishment.*

The nearest bed and breakfast establishment is located at 296 Spring Hill and is more than 4,800 feet away from the subject site.

- (4) *One (1) parking space per rental sleeping room plus one (1) per owner occupant shall be provided.*

The applicant describes in their cover letter that there will be “three bedrooms which will allow two occupants per bedroom totaling six guests.” The sketch plan of the site shows three areas designated for parking. The mortgage survey and aerial imagery show that the house is set back far from West Potter Road and that there appears to be space to park and maneuver within the driveway area. There is also a garage on the lower level for the owners.

- (5) *One (1) non-illuminated wall sign identifying the establishment not to exceed three (3) square feet in area shall be allowed.*

The cover letter indicates that there will not be a wall sign at this time.

- (6) *The establishment is located within a residence which is the principal dwelling unit on the property and shall be owner-occupied at all times.*

The single-family residence to be used for the bed and breakfast in this application is owner-occupied, as checked by Staff with Township assessing records.

- (7) *The rental sleeping rooms shall have a minimum size of one hundred (100) square feet for each two (2) occupants with an additional thirty (30) square feet for each occupant to a maximum of four (4) occupants per room.*

The applicant describes in their cover letter that there will be “three bedrooms which will allow two occupants per bedroom totaling six guests” and so each bedroom should be at least 100 square feet. The sketch plans include details for each of the three bedrooms to be used for the bed and breakfast. Bedroom 1 is 150 square feet (15' x 10'), Bedroom 2 is 154 square feet (14' x 11'), and the Master Bedroom is 240 square feet (15' x 16') including a bathroom measuring about 40 square feet.

- (8) *No more than eight (8) occupants shall be accommodated in any single residence at any one time in the A Agriculture District and R-3 Multiple Family Districts and five (5) occupants in all other permitted Districts.*

The applicant describes in their cover letter that there will be “three bedrooms which will allow two occupants per bedroom totaling six guests.” The parcel is zoned A-Agricultural, which allows for up to eight occupants as stated above.

- (9) *Use or rental of snowmobiles, all-terrain vehicles or similar vehicles, boats and other marine equipment, in conjunction with the operation of the establishment shall be prohibited.*

The applicant's cover letter does not specifically address this item. The applicant should clearly state in the cover letter or elsewhere that this standard will be met.

- (10) *Special land use approval shall not be granted if the essential character of the lot or structure in terms of traffic generation or appearance will be changed substantially.*

The site is in a primarily agricultural area surrounded by farmland and single-family homes on large lots. This character lends itself to a bed and breakfast establishment and is not expected to change.

- (11) *A site plan shall include a floor plan layout of the proposed structure drawn to a scale of not less than 1" = 16' that shows the specific layout of the proposed facility in accord with the provisions of this Zoning Ordinance.*

A mortgage survey at a scale of 1" = 60' was provided. The floor plan sketches of the bedrooms are drawn on graph paper at a 1" = 4' scale, which meets this requirement.

**ACTION REQUESTED:**

Following the presentation by the applicant and Commissioner discussion, if the Planning Commission is comfortable with setting a public hearing for this application, then the following motion is suggested:

MOTION THAT application SUP-2024-01 for a Special Use Permit for a bed and breakfast establishment at 492 West Potter Road BE SCHEDULED for a public hearing at the June 12, 2024 Planning Commission Regular Meeting.

Any additional information the Planning Commission deems necessary should be added to this motion.

**Attachments:**

1. Cover Letter from Applicant dated April 24, 2024
2. Special Use Permit Application dated March 26, 2024
3. Supplemental Use Regulations for Bed and Breakfast
4. Floor Plan Sketches
5. Mortgage Survey dated April 25, 2024

To Whom It May Concern:

The Potter's Home Retreat Bed And Breakfast is intended to serve anywhere from 1 to 6 guests per stay! The main level of the home will include three bedrooms which will allow two occupants per bedroom totaling six guests. Separated to the lower level is where myself, my husband, and my child will reside in two separate bedrooms. Both living spaces include their own private restrooms and kitchen area. There is no common/ joining area for my family and the Bed and Breakfast guests.

The Potter's Home Retreat Bed And Breakfast will not be utilizing a wall sign at this time.

Thank you for your consideration.

Brandy Waslawski

4/24/24

The Potter's Home Bed and Breakfast



# Charter Township of Garfield

## Grand Traverse County

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

### SPECIAL USE PERMIT (SUP) APPLICATION

#### ASSISTANCE

This application must be completed in full. An incomplete or improperly prepared application will not be accepted and will result in processing delays. Before submitting an application, it is recommended that you contact the Planning and/or Zoning Department to arrange an appointment to discuss your proposed application. Time is often saved by these preliminary discussions. For additional information or assistance in completing this development application, please contact the Planning Department at (231) 941-1620.

#### ACTION REQUESTED

- New Special Use Permit
- Major Amendment
- Minor Amendment
- Administrative Amendment

#### PROJECT / DEVELOPMENT NAME

The Potter's Home Retreat Bed And Breakfast

#### APPLICANT INFORMATION

Name: Brandy Christina Waslawski  
Address: 492 Potter Rd West Traverse City, MI 49696  
Phone Number: 231-944-8983  
Email: pottershomeretreat@gmail.com

#### AGENT INFORMATION

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_

#### OWNER INFORMATION

Name: 'Same as above'  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_

**CONTACT PERSON**

Please select one person to be contact person for all correspondence and questions:

Applicant:

Brandy Waslawski

Agent:

Owner:

**PROPERTY INFORMATION**

Property Address:

492 Potter Rd. W. TC MI 49696

Property Identification Number:

Legal Description:

Zoning District:

Master Plan Future Land Use Designation:

Area of Property (acres or square feet):

3.5 acres

Existing Use(s):

Proposed Use(s):

Bed And Breakfast

**PROJECT TIMELINE**

Estimated Start Date:

June 2024

Estimated Completion Date:

On going

**REQUIRED SUBMITTAL ITEMS**

A complete application for a Special Use Permit consists of the following:

Application Form:

- One original signed application
- One digital copy of the application (PDF only)

Application Fee:

Fees are established by resolution of the Garfield Township Board and are set out in the current Fee Schedule as listed on the Planning Department page of the Township website (<http://www.garfield-twp.com>). Please make check out to Charter Township of Garfield.

- Fee

Escrow Fee:

Additional fees may be required if a review by independent professional help is deemed necessary by the Township. If required, such additional fees must be placed in escrow by the applicant in accordance with the escrow policies of the Township and prior to any further processing of this application. Any unused escrow funds shall be returned to the applicant. Please complete an Escrow and Review (ER) Application form.

Site Development Plan:

- Ten complete stapled 11"x17" paper sets (Administrative Amendments require one copy)
- Two complete bound 24"x36" paper sets
- One digital set (PDF only)

Written Information:

- Ten paper copies of the Approval Criteria (Administrative Amendments require one copy)
- One digital copy of the Approval Criteria (PDF only)
- Ten paper copies of the Impact Assessment (Administrative Amendments require one copy)
- One digital copy of the Impact Assessment (PDF only)

Digital items to be delivered via email or USB flash drive

SUBMITTAL DEADLINE

Submittal deadlines are listed on the Planning Department page of the Township website (<http://www.garfield-twp.com>). Please note that the listed dates are the deadlines after which submittals will not be considered for the indicated meeting. Any errors or missing information on an application submitted at the deadline will result in a delay in the processing of the application. An earlier submittal is encouraged to avoid possible delays.

WAIVERS

Submittal Waiver:

At the discretion of the Director of Planning, a Site Development Plan may be waived in any of the following cases when it is determined that the submission would serve no useful purpose:

1. The erection or enlargement of an accessory structure;
2. The enlargement of a principal building by less than 20 percent of its existing gross floor area, provided such enlargement will not result in a requirement for additional off-street parking;
3. A change in principal use where such change would not result in an increase in impervious surface area, additional off-street parking, site access, other external site characteristics or a violation of this ordinance.

Data Waiver:

The Director of Planning may waive a particular element of information or data otherwise required for a Site Development Plan upon a finding that the information or data is not necessary to determine compliance with this ordinance or that such information or data would not bear on the decision of the approval authority.

SITE PLAN

Check that your site plan includes all required elements for a Site Development Plan (SDP). Please use the Required Site Plan Elements Checklist below.

APPROVAL CRITERIA

Indicate, on a separate sheet of paper, how the proposed special use will comply with, meet, or facilitate each of the following Approval Criteria from § 423.E of the Zoning Ordinance. The Planning Commission must determine that each of these criteria are satisfied in order to grant approval of a Special Use Permit. A special use is permitted only if the applicant demonstrates that: special use is permitted only if the applicant demonstrates that:

- The proposed use will be consistent with the purpose and intent of the master plan and this ordinance, including all regulations of the applicable zoning district;

- The proposed use will be designed, constructed, operated and maintained so as to be compatible, harmonious and appropriate with the existing or planned character and uses of the neighborhood, adjacent properties and the natural environment;
- The proposed use will not be detrimental, hazardous or disturbing to existing or future adjacent uses or to the public welfare by reason of excessive traffic, noise, dust, gas, smoke, vibration, odor, glare, visual clutter, electrical or electromagnetic interference;
- Potential adverse effects arising from the proposed use on the neighborhood and adjacent properties will be minimized through the provision of adequate parking, the placement of buildings, structures and entrances, as well as the provision and location of screening, fencing, landscaping, buffers or setbacks;
- The proposed use will retain as many natural features of the property as practicable, particularly where the natural features assist in preserving the general character of the neighborhood;
- Adequate public and private infrastructure and services such as streets, water and sewage facilities, drainage structures, police and fire protection, and schools, already exist or will be provided without excessive additional requirements at public cost;
- The establishment, maintenance, or operation of the proposed use shall not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare;
- The public interest and welfare supporting the proposed use shall be sufficient to outweigh individual interests that are adversely affected by the establishment of the proposed use;
- Adequate measures shall be taken to provide ingress and egress so designed as to minimize traffic hazards and to minimize traffic congestion on the public roads;
- Adequate measures shall be taken to provide vehicular and pedestrian traffic within the site, and in relation to streets and sidewalks servicing the site in a safe and convenient manner; and
- The proposed use shall not impede the orderly development and improvement of surrounding property for uses permitted within the zoning district.

#### IMPACT ASSESSMENT

A written impact statement to include the following information:

- A written illustrative description of the environmental characteristics of the site prior to development, i.e., topography, soils, vegetative cover, drainage, streams, creeks or ponds.
- Types of uses and other man-made facilities.
- The number of people to be housed, employed, visitors or patrons and vehicular and pedestrian traffic.
- Phasing of the project including ultimate development proposals.
- Natural features which will be retained, removed and/or modified including vegetation, drainage, hillsides, streams wetlands, woodlands, wildlife and water. The description of the areas to be changed shall include their effect on the site and adjacent properties. An aerial photo may be used to delineate the areas of change.
- The method to be used to serve the development with water and sanitary sewer facilities.
- The method to be used to control drainage on the site and from the site. This shall include runoff control during periods of construction.
- If the public sewers are not available to the site, the Applicant shall submit a current approval from the Health Department or other responsible public agency indicating approval of plans for sewage treatment.

- The method to be used to control any increase in effluent discharge to the air or any increase in noise level emanating from the site. Consideration of any nuisance that would be created within the site or external to the site whether by reason of dust, noise, fumes vibration, smoke or lights.
- An indication of how the proposed use conforms with existing and potential development patterns and any adverse effects.
- The proposed density in units per acre for residential developments.
- Name(s) and address(es) of person(s) responsible for preparation of statement.
- Description of measures to control soil erosion and sedimentation during grading and construction operations and until a permanent ground cover is established. Recommendations for such measures may be obtained from the County Soil Erosion and Sedimentation office.
- Type, direction, and intensity of outside lighting.
- General description of deed restrictions, if any.

**ADDITIONAL INFORMATION**

If applicable, provide the following further information:

	<u>Yes</u>	<u>No</u>	<u>Not Applicable</u>
<b>A. <u>Sanitary Sewer Service</u></b>			
1. Does project require extension of public sewer line?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If yes, has a Utility Agreement been prepared?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Will a community wastewater system be installed?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If yes, has a Utility Agreement been prepared?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If yes, provide construction plans and specifications			
3. Will on-site disposal be used?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If yes, is it depicted on plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>B. <u>Water Service</u></b>			
1. Does project require extension of public water main?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If yes, has a Utility Agreement been prepared?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Will a community water supply be installed?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If yes, has a Utility Agreement been prepared?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If yes, provide construction plans and specifications			
<b>C. <u>Public utility easements required?</u></b>			
If yes, show on plan.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>D. <u>Stormwater Review/Soil Erosion</u></b>			
1. Soil Erosion Plans approved by Soil Erosion Office?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If so, attach approval letter.			
If no, are alternate measures shown?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Stormwater Plans approved by Township Engineer?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If so, attach approval letter.			
If no, are alternate measures shown?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Note: Alternate measures must be designed and sealed by a registered Engineer.			

E. Roads and Circulation

- |   |                          |                                     |                          |
|---|--------------------------|-------------------------------------|--------------------------|
| 1. Are interior public streets proposed?                                  | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| If yes, has Road Commission approved (attach letter)?                     | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. Will public streets connect to adjoining properties or future streets? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. Are private roads or interior drives proposed?                         | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4. Will private drives connect to adjoining properties service roads?     | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5. Has the Road Commission or MDOT approved curb cuts?                    | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| If yes, attach approved permit.   |                          |                                     |                          |

OTHER INFORMATION

If there is any other information that you think may be useful in the review of this application, please attach it to this application or explain it on a separate page.

REVIEW PROCESS

- Upon submittal of this application, Staff will review the materials submitted and will, within ten (10) working days, forward a determination of completeness to the applicant. If the submission is incomplete or noncompliant with the Zoning Ordinance, it will be returned to the applicant for revision. Once the submission is revised, Staff will again review it for completeness and again forward a determination to the applicant within ten (10) working days. This procedure shall be repeated until a complete submission is received.
- Once the application is deemed to be complete and submitted according to the application deadlines, it will be forwarded to the Planning Commission for review. The Planning Commission will determine if the application is complete and schedule a public hearing.
- Upon holding a public hearing, the Planning Commission may approve, approve with conditions, or deny the proposed special use.
- If approved or approved with conditions, the decision of the Planning Commission shall be incorporated into a written report and decision order.

PERMISSION TO ENTER SUBJECT PROPERTY

Permission is hereby granted to Garfield Township staff and Planning Commissioners to enter the premises subject to this application for the purposes of making inspections associated with this application, during normal and reasonable working hours.

Owner Signature:	
Applicant Signature:	
Agent Signature:	
Date:	3-26-24

OWNER'S AUTHORIZATION

If the applicant is not the registered owner of the lands that is the subject of this application, the owner(s) must complete the authorization set out below.

I/We Brandy Waslawski authorize to make this application on my/our behalf and to provide any of my/our personal information necessary for the processing of this application. Moreover, this shall be your good and sufficient authorization for so doing.

Owner Signature: 

<i>Brandy Waslawski</i>
-------------------------

  
Date: 

<i>3-26-24</i>
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AFFIDAVIT

The undersigned affirms that he/she or they is (are) the owner, or authorized agent of the owner, involved in the application and all of the information submitted in this application, including any supplemental information, is in all respects true and correct. The undersigned further acknowledges that willful misrepresentation of information will terminate this permit application and any permit associated with this document.

Owner Signature: 

<i>Bee Waslawski</i>
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Date: 

<i>3-26-24</i>
----------------

  
Applicant Signature: 

<i>Bee Waslawski</i>
----------------------

  
Date: 

<i>3-26-24</i>
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<b>Required Site Plan Elements Checklist (See § 956 of the Zoning Ordinance)</b> Site Diagram (SD) / Administrative Site Plan (ASP) / Site Development Plan (SDP)	<b>SD</b>	<b>ASP/ SDP</b>
<b>A. Basic Information</b>		
1. Applicant's name, address, telephone number and signature	<input type="checkbox"/>	<input type="checkbox"/>
2. Property owner's name, address, telephone number and signature	<input type="checkbox"/>	<input type="checkbox"/>
3. Proof of property ownership	<input type="checkbox"/>	<input type="checkbox"/>
4. Whether there are any options or liens on the property	<input type="checkbox"/>	<input type="checkbox"/>
5. A signed and notarized statement from the owner of the property that the applicant has the right to act as the owner's agent	<input type="checkbox"/>	<input type="checkbox"/>
6. The address and/or parcel number of the property, complete legal description and dimensions of the property, setback lines, gross and net acreages and frontage	<input type="checkbox"/>	<input type="checkbox"/>
7. A vicinity map showing the area and road network surrounding the property		<input type="checkbox"/>
8. Name, address and phone number of the preparer of the site plan	<input type="checkbox"/>	<input type="checkbox"/>
9. Project title or name of the proposed development	<input type="checkbox"/>	<input type="checkbox"/>
10. Statement of proposed use of land, project completion schedule, any proposed development phasing	<input type="checkbox"/>	<input type="checkbox"/>
11. Land uses and zoning classification on the subject parcel and adjoining parcels	<input type="checkbox"/>	<input type="checkbox"/>
12. Seal of the registered engineer, architect, landscape architect, surveyor, or planner who prepared the plan, as well as their name, address and telephone number		<input type="checkbox"/>
<b>B. Site Plan Information</b>		
1. North arrow, scale, and date of original submittal and last revision	<input type="checkbox"/>	<input type="checkbox"/>
2. Boundary dimensions of natural features		<input type="checkbox"/>
3. Natural features such as woodlots, water bodies, wetlands, high risk erosion areas, slopes over twenty-five percent (25%), beach, drainage, and similar features		<input type="checkbox"/>
4. Proposed alterations to topography and other natural features		<input type="checkbox"/>
5. Existing topographic elevations at two-foot intervals except shown at five-foot intervals where slopes exceed 18%		<input type="checkbox"/>
6. Soil erosion and sediment control measures as required by the Grand Traverse County Soil Erosion Department.	<input type="checkbox"/>	<input type="checkbox"/>
7. The location, height and square footage of existing and proposed main and accessory buildings, and other existing structures		<input type="checkbox"/>
8. Location and specifications for any existing or proposed (above or below ground) storage facilities for any chemicals, salts, flammable materials, or hazardous materials. Include any containment structures or clear zones required by county, state or federal government authorities		<input type="checkbox"/>
9. Proposed finish floor and grade line elevations of any structures <i>*Required only for habitable construction within the floodplain on site diagrams and administrative site plans.</i>	<input type="checkbox"/> *	<input type="checkbox"/>
10. Existing and proposed driveways, including parking areas	<input type="checkbox"/>	<input type="checkbox"/>
11. Neighboring driveways and other vehicular circulation features adjacent to the site		<input type="checkbox"/>
12. A dimensional plan indicating the location, size and number of parking spaces of the on-site parking areas, and shared parking areas	<input type="checkbox"/>	<input type="checkbox"/>
13. Identification and dimensions of service lanes and service parking, snow storage areas, loading and unloading and docks		<input type="checkbox"/>
14. Proposed roads, access easements, sidewalks, bicycle paths, and other vehicular and pedestrian circulation features within and adjacent to the site		<input type="checkbox"/>
15. Location of and dimensions of curb cuts, acceleration, deceleration and passing lanes		<input type="checkbox"/>
16. Location of neighboring structures that are close to the parcel line or pertinent to the proposal		<input type="checkbox"/>
17. Location of water supply lines and/or wells	<input type="checkbox"/>	<input type="checkbox"/>
18. Location of sanitary sewer lines and/or sanitary sewer disposal systems	<input type="checkbox"/>	<input type="checkbox"/>
19. Location, specifications, and access to a water supply in the event of a fire emergency		<input type="checkbox"/>
20. Sealed (2) stormwater plans including the location and design of storm sewers, retention or detention ponds, swales, wastewater lines, clean out locations, connection points and treatment systems		<input type="checkbox"/>
21. A utility plan including the location of all other utilities on the site including but not limited to natural gas, electric, cable TV, telephone and steam		<input type="checkbox"/>
22. A sign plan indicating the location, size and specifications of all signs and advertising features, including cross sections		<input type="checkbox"/>
23. A lighting plan including exterior lighting locations 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		<input type="checkbox"/>
24. Proposed location of any open spaces, landscaping and buffering features such as buffer areas, vegetation belts, fences, walls, trash receptacle screening, and other screening features with cross sections shown		<input type="checkbox"/>
25. A Landscape plan and table identifying the species, size of landscape materials, and number proposed, compared to what is required by the Ordinance. All vegetation to be retained on site must also be indicated, as well as, its typical size by general location or range of sizes as appropriate		<input type="checkbox"/>
26. Statements regarding the project impacts on existing infrastructure (including traffic capacity, schools, and existing utilities, and on the natural environment on and adjacent to the site)		<input type="checkbox"/>
27. Changes or modifications required for any applicable regulatory agencies' approvals		<input type="checkbox"/>

## **ARTICLE 7**

### **SUPPLEMENTAL USE REGULATIONS**

#### **SECTION 700            PURPOSE**

This article establishes additional standards, specific standards, exceptions to standards, or alternative standards (e.g., screening, landscaping, and/or design standards) for certain uses, structures, and facilities which may be permitted by a zoning district. To the extent that there is a conflict between a standard in another article of this ordinance and a standard in this article, the standard in this article governs unless otherwise indicated.

The purpose of this article is to provide supplemental standards for individual uses in order to protect surrounding property values and uses, to protect the public health, safety, and general welfare, and to implement the master plan.

#### **SECTION 701            GENERAL**

Unless specifically exempted, in addition to the supplemental standards of this Ordinance all signs, parking areas, landscaping, lighting and buffering shall comply with the provisions of this Zoning Ordinance.

#### **SECTION 708            ADULT FOSTER CARE, SMALL GROUP HOME**

##### **A. REGULATIONS AND CONDITIONS**

- (1) Facility shall maintain all valid state and local licenses.
- (2) Such facilities shall at all times be maintained in a manner consistent with the character of the surrounding neighborhood.

#### **SECTION 709            ADULT FOSTER CARE, LARGE GROUP HOME**

##### **A. REGULATIONS AND CONDITIONS**

- (1) Facility shall maintain all valid state and local licenses.
- (2) Facility need not be operated within the primary residence of the caregiver.
- (3) Such facilities shall at all times be maintained in a manner consistent with the character of the surrounding neighborhood.

#### **SECTION 710            ADULT FOSTER CARE FACILITY**

##### **A. REGULATIONS AND CONDITIONS**

- (1) Facility shall maintain all valid state and local licenses.
- (2) Facility need not be operated within the primary residence of the caregiver.
- (3) Such facilities shall at all times be maintained in a manner consistent with the character of the surrounding neighborhood.
- (4) Easily accessible open space areas to encourage outdoor interaction and opportunity shall be provided.

#### **SECTION 713            BED AND BREAKFAST**

##### **A. REGULATIONS AND CONDITIONS**

- (1) The minimum lot size shall be as pursuant to the District minimum for Single Family Dwellings.
- (2) Bed & Breakfast establishments shall not be allowed on lots or parcels, including legal non-conforming lots or parcels, which do not meet the established lot size, requirements for the district in which they are allowed.
- (3) No bed and breakfast establishment shall be located closer than one thousand (1,000) feet from

another bed and breakfast establishment.

- (4) One (1) parking space per rental sleeping room plus one (1) per owner occupant shall be provided.
- (5) One (1) non-illuminated wall sign identifying the establishment not to exceed three (3) square feet in area shall be allowed.
- (6) The establishment is located within a residence which is the principal dwelling unit on the property and shall be owner-occupied at all times.
- (7) The rental sleeping rooms shall have a minimum size of one hundred (100) square feet for each two (2) occupants with an additional thirty (30) square feet for each occupant to a maximum of four (4) occupants per room.
- (8) No more than eight (8) occupants shall be accommodated in any single residence at any one time in the A Agriculture District and R-3 Multiple Family Districts and five (5) occupants in all other permitted Districts.
- (9) Use or rental of snowmobiles, all-terrain vehicles or similar vehicles, boats and other marine equipment, in conjunction with the operation of the establishment shall be prohibited.
- (10) Special land use approval shall not be granted if the essential character of the lot or structure in terms of traffic generation or appearance will be changed substantially.
- (11) A site plan shall include a floor plan layout of the proposed structure drawn to a scale of not less than 1" = 16' that shows the specific layout of the proposed facility in accord with the provisions of this Zoning Ordinance.

#### **SECTION 714 BOARDING RESIDENCE**

##### **A. REGULATIONS AND CONDITIONS**

- (1) All residences shall meet all state and local health and safety codes.
- (2) No more than five (5) individuals shall be accommodated in any single residence.
- (3) Such uses shall be carried out in an inconspicuous manner so that the nature of activities related to the residence do not differ significantly from activities related to normal residential uses in the district.

#### **SECTION 716 CAMPGROUND OR TRAVEL TRAILER PARK**

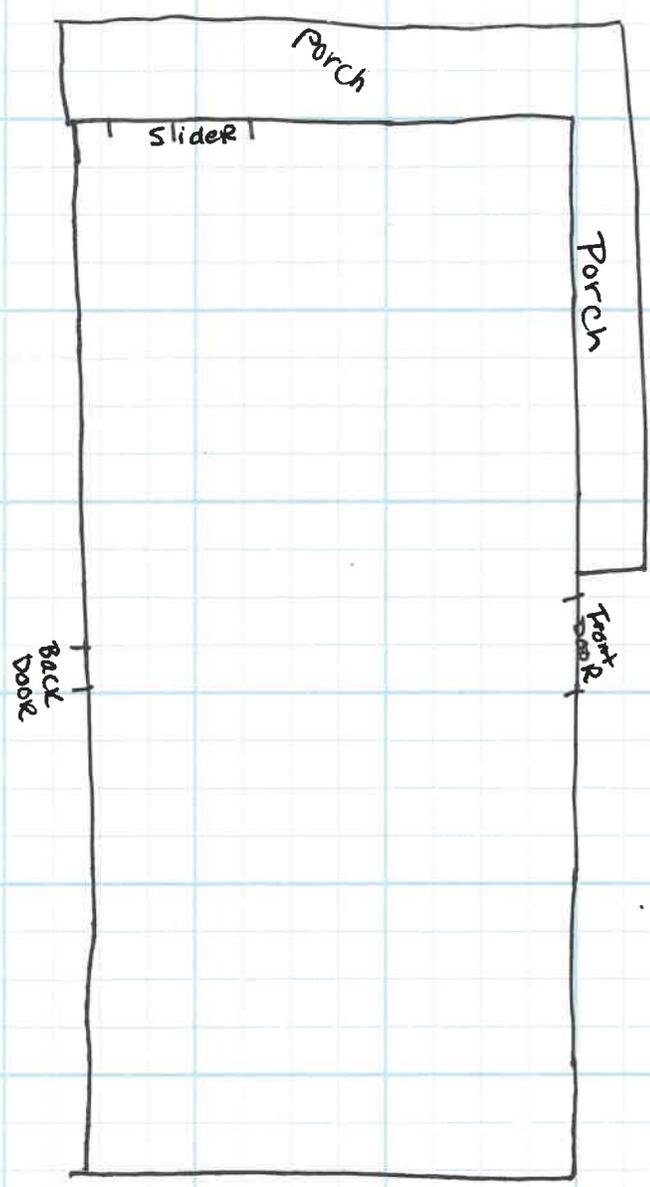
##### **A. REGULATIONS AND CONDITIONS**

Site design and development shall comply with the provisions of Act 368 of the Public Acts of 1978, as amended, and with the following requirements:

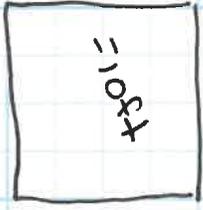
- (1) All state requirements regarding travel trailer parks shall be met.
- (2) No travel trailer park shall be located except with direct access to a major thoroughfare, with a minimum lot width of not less than fifty (50) feet for the portion used for entrance and exit.
- (3) No entrance or exit shall be through a residential district or shall require movement of traffic from the park through a residential district.
- (4) The minimum lot area per park shall be ten (10) acres with a maximum of one hundred (100) acres.
- (5) Spaces in travel parks used by travel trailers and tents shall be rented by the day or week only. Under no circumstance shall an occupant remain in the same trailer park for a period of thirty (30) days or more in a calendar year.
- (6) Management headquarters, recreational facilities, toilets, showers, laundry facilities and other uses and structures customarily incidental to the operation of a travel trailer park may be permitted as accessory uses provided the following conditions can be met:
  - (a) Such establishments and the parking area primarily related to their operations shall not occupy more than ten percent (10%) of the area of the park.
  - (b) Such establishments shall be restricted in their use to occupants of the park.

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27  
1,485.2

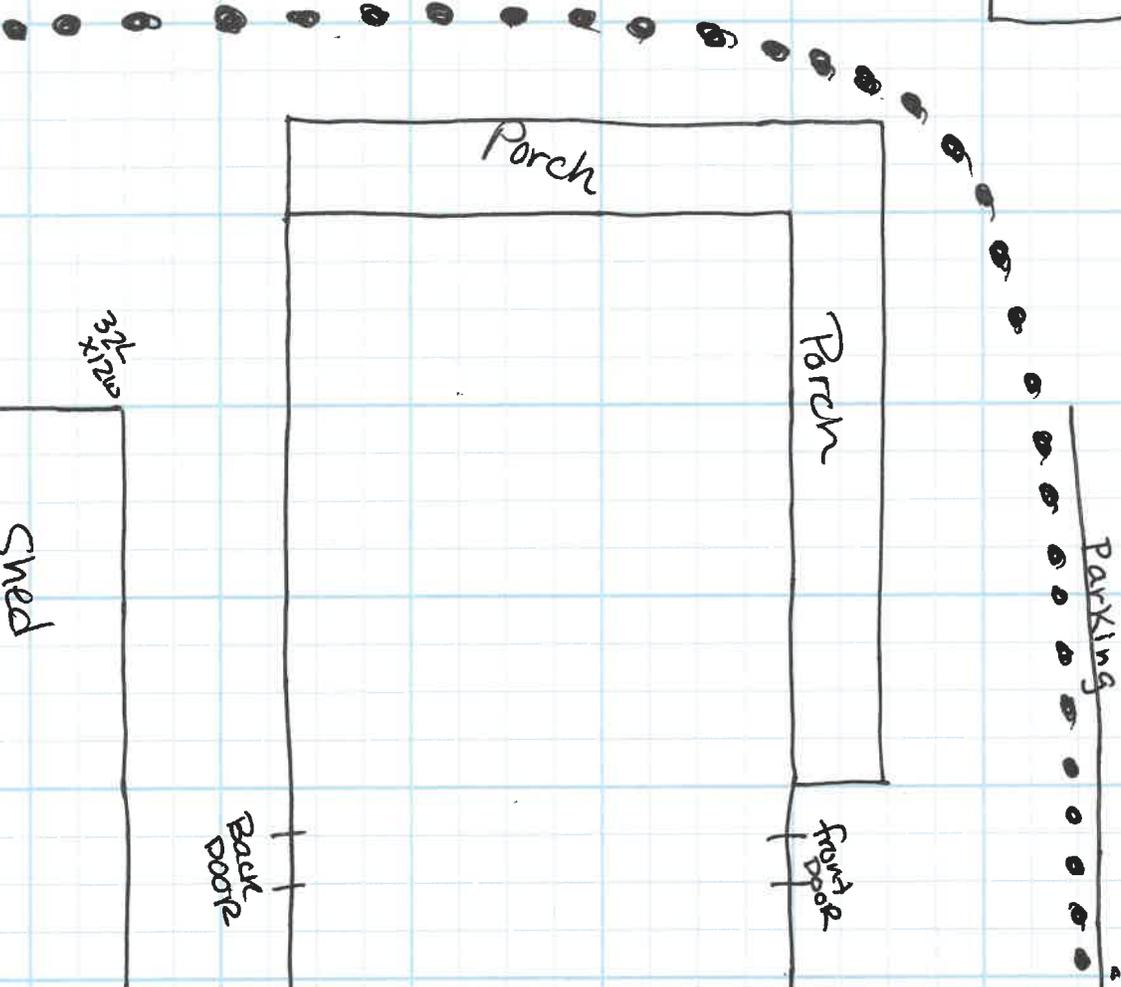
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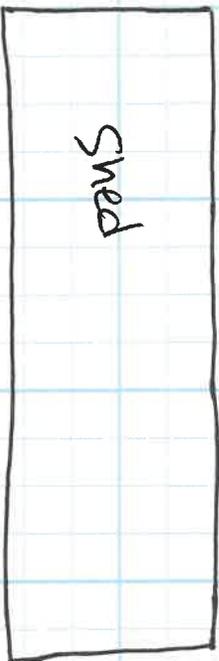
55L  
27W  
1485  
142



Pine  
Trees



3 1/2 x 2 1/2



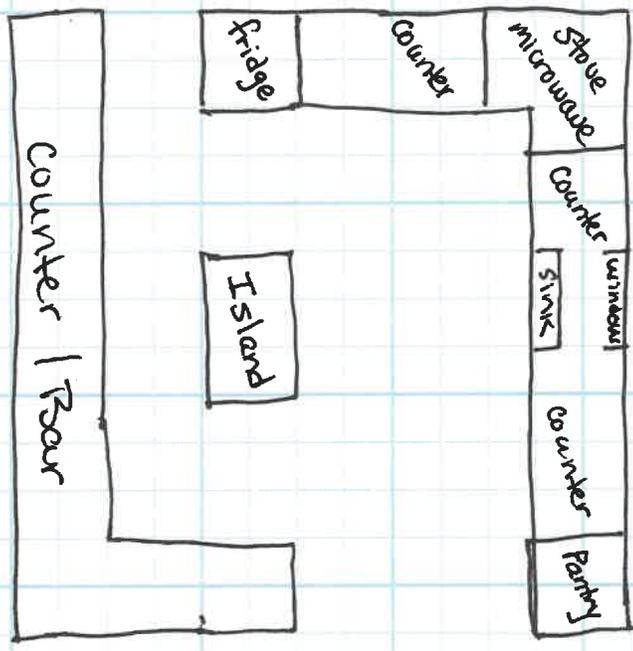
Back  
Door

Front  
Door

Parking

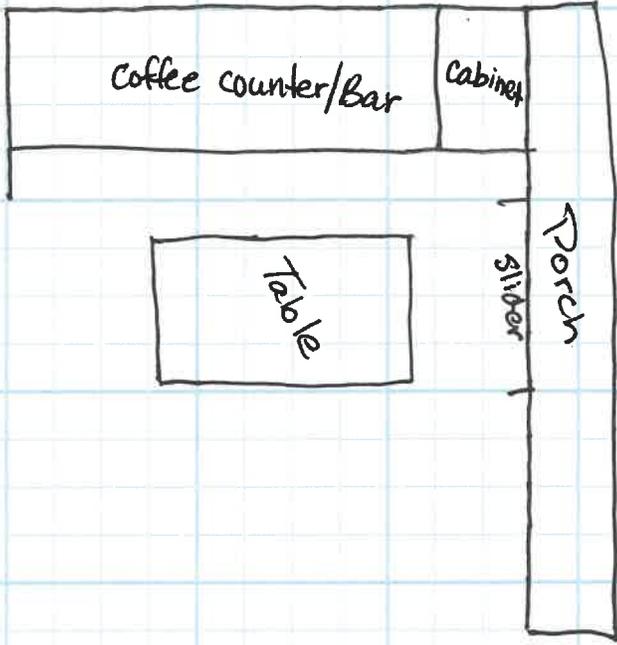
Parking

13L  
x13L  
169  
174



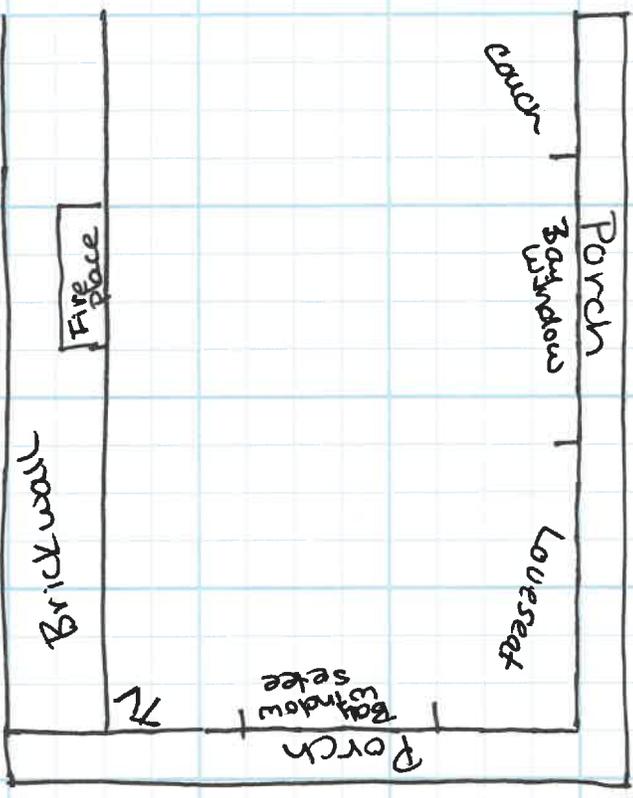
Kitchen

14W  
15W  
13L



Dining Room

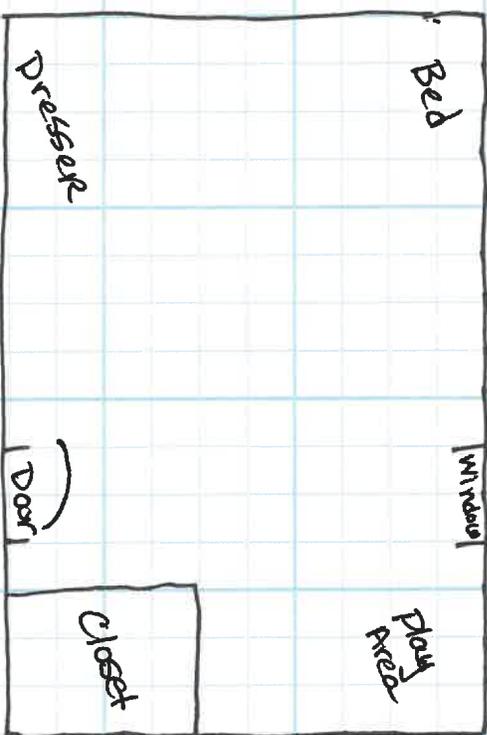
15  
15  
15  
15



Living Room

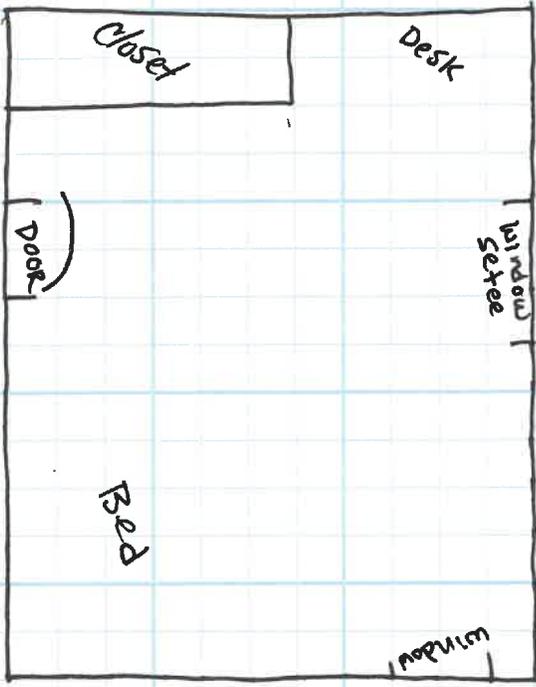
15/3

15/2



Bedroom 1

141  
113  
154  
14

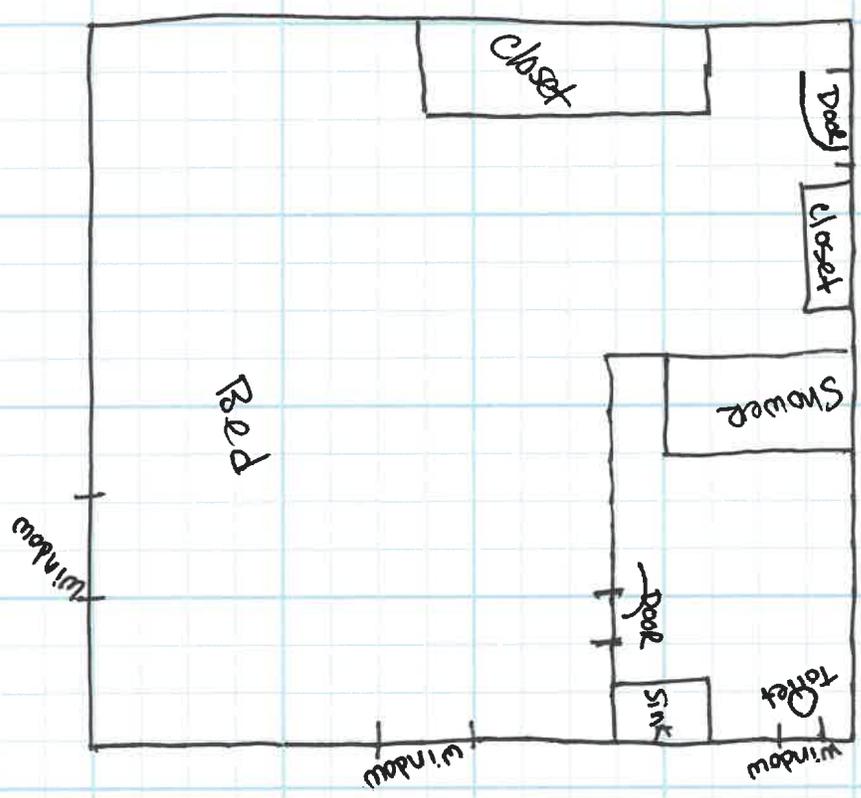


Bedroom 2

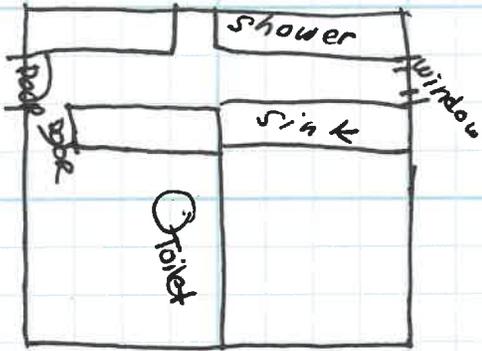
15  
19

4

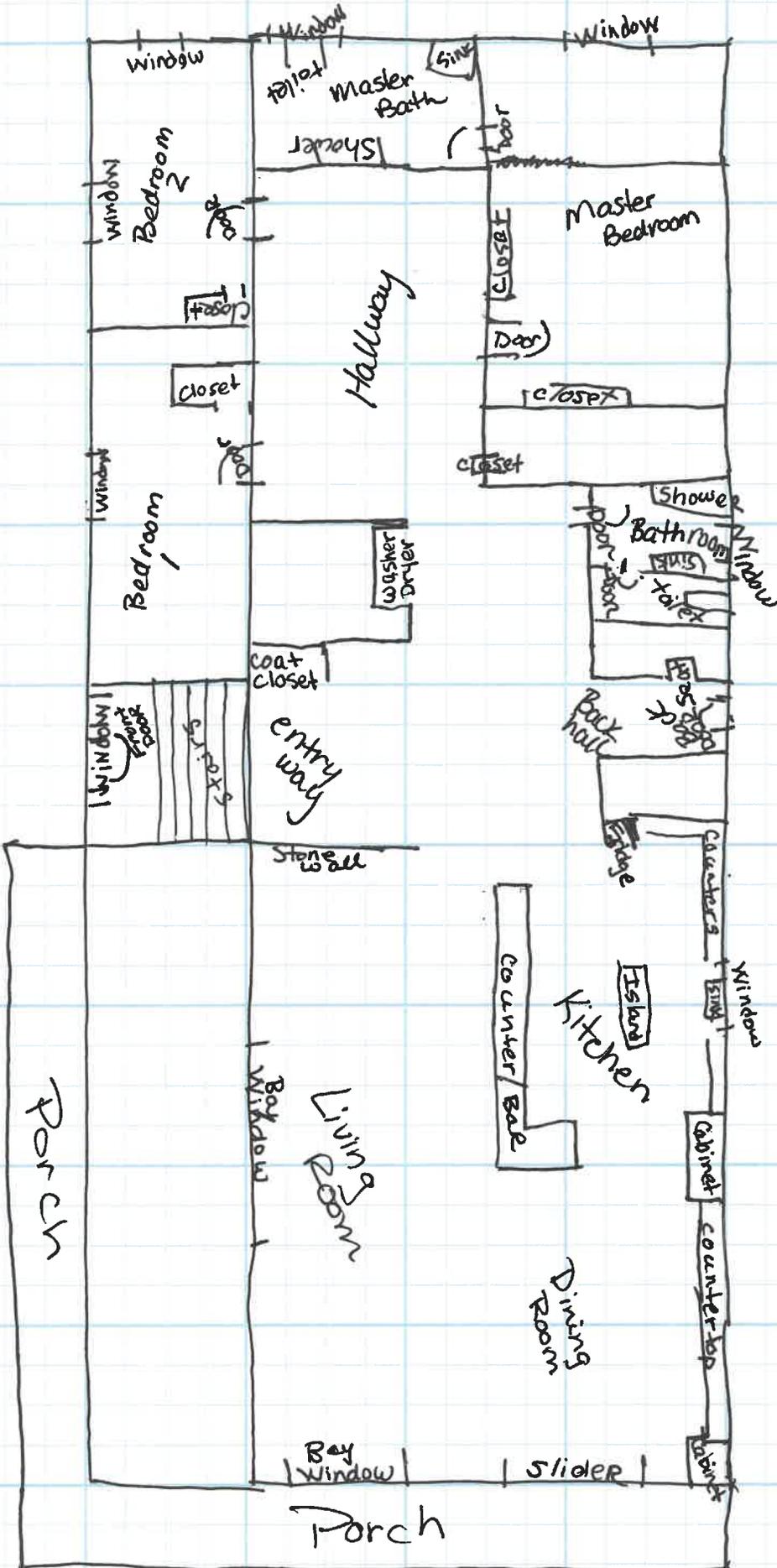
Master Bedroom | Bathroom

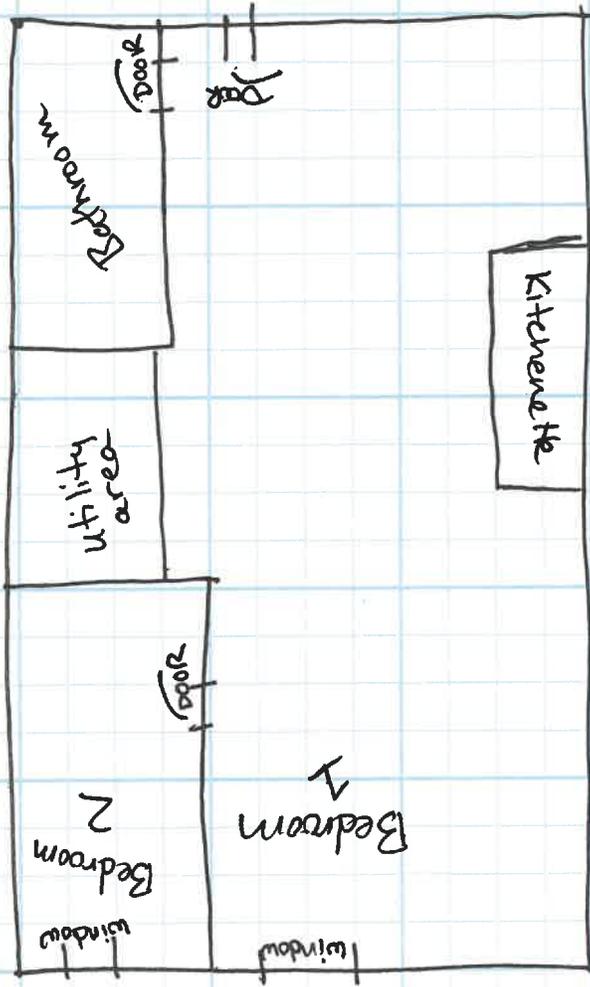


5/3



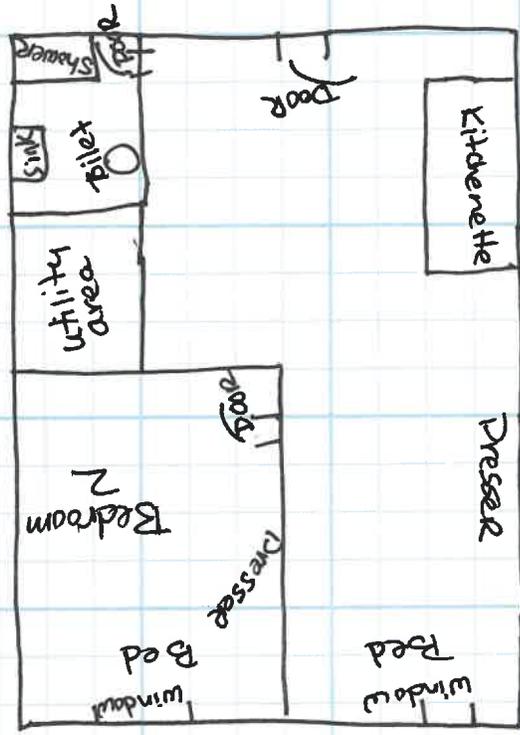
Bathroom





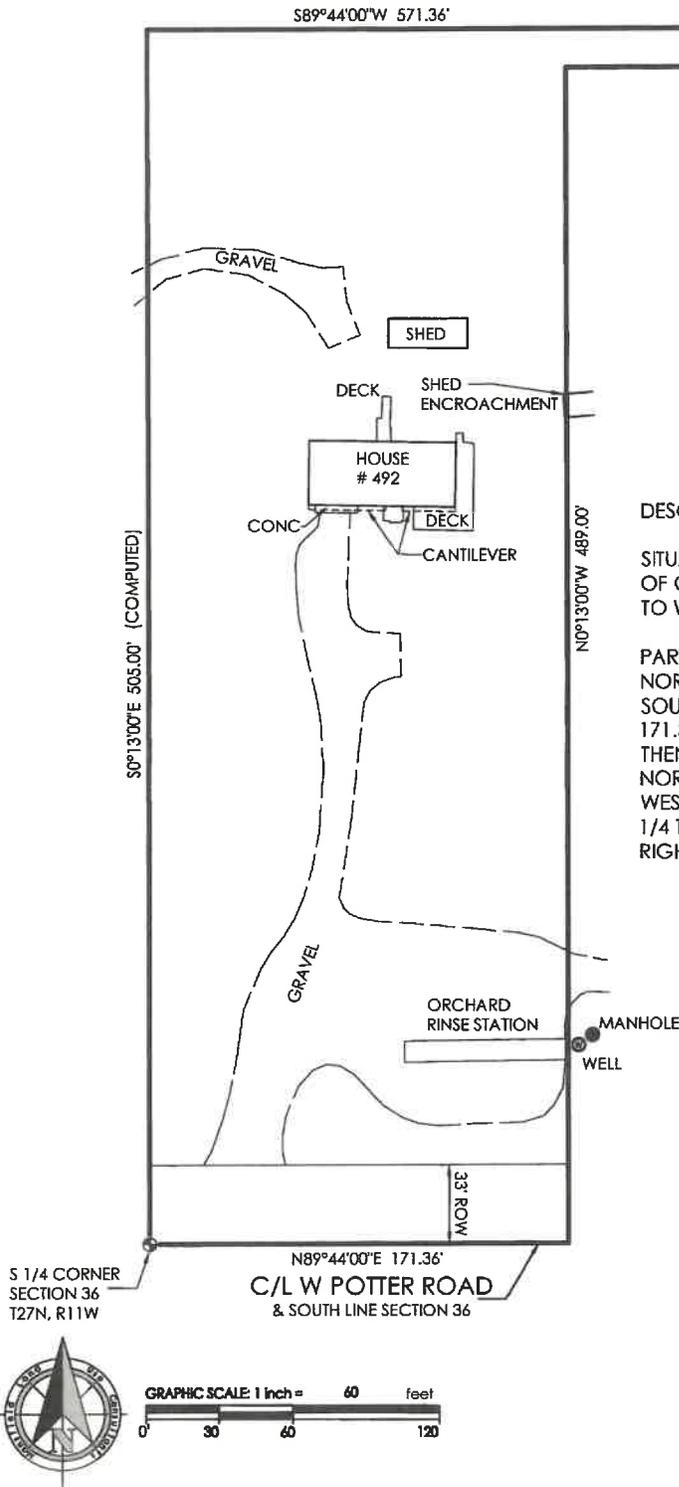
37/13

app  
#2



Basement | Downstairs

# MORTGAGE REPORT



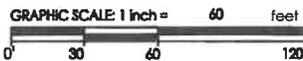
DESCRIPTION AS PROVIDED (DEED 2019R-05234):

SITUATED IN THE TOWNSHIP OF GARFIELD, COUNTY OF GRAND TRAVERSE AND STATE OF MICHIGAN, TO WIT:

PART OF THE SOUTHEAST 1/4, SECTION 36, TOWN 27 NORTH, RANGE 11 WEST COMMENCING AT THE SOUTH 1/4 CORNER; THENCE NORTH  $89^{\circ}44'$  EAST 171.36 FEET; THENCE NORTH  $0^{\circ}13'$  WEST 489 FEET; THENCE NORTH  $89^{\circ}44'$  EAST 400 FEET; THENCE NORTH  $0^{\circ}13'$  WEST 16 FEET; THENCE SOUTH  $89^{\circ}44'$  WEST 571.36 FEET; THENCE SOUTH ALONG THE WEST 1/4 TO THE POINT OF BEGINNING EXCEPT ROAD RIGHT-OF-WAY



*Michael Kenneth Geisert*



We hereby certify that we have examined the premises herein described, that the buildings are located entirely as shown and that they do not encroach except as shown hereon. This report, prepared for mortgage purposes only, does not represent a boundary survey, and is not to be used for the establishment of any fence, building or other improvements. The location of fences, walls or other indications of occupancy along or near boundary lines are not shown. All utilities and easements may or may not be shown. This report was made from the legal description shown above. The description should be compared with the Abstract of Title or Title Policy for accuracy, easements and exceptions.

Brandy Waslawski

**Mansfield**  
Land Use Consultants  
Planners - Civil Engineers - Surveyors

PO Box 4015  
830 Cottageview Dr., Suite 201  
Traverse City, MI 49685  
Ph: (231) 946-9310  
Fax: (231) 946-8926  
www.manscpa.com

Part of the SE 1/4  
Section 36, T27N, R11W  
Garfield Township, Grand Traverse County, Michigan

DRN: MKG	CKD: MKG
4/25/2024	
24072	
SHT 1 OF 1	

 <b>Charter Township of Garfield</b> <b>Planning Department Report No. 2024-29</b>			
Prepared:	May 1, 2024	Pages:	7
Meeting:	May 8, 2024 Planning Commission	Attachments:	<input checked="" type="checkbox"/>
Subject:	BATA/TCHC Transit-Oriented Mixed-Use PUD Minor Amendment		
File No.	PUD 2020-02-C	Parcel No.	05-023-042-40
Applicant:	Smith Henzy Affordable Group, Inc. / Darren Smith		
Agent:	Mansfield Land Use Consultants / Doug Mansfield		
Owner:	Traverse City Housing Commission / Karl Fulmer		

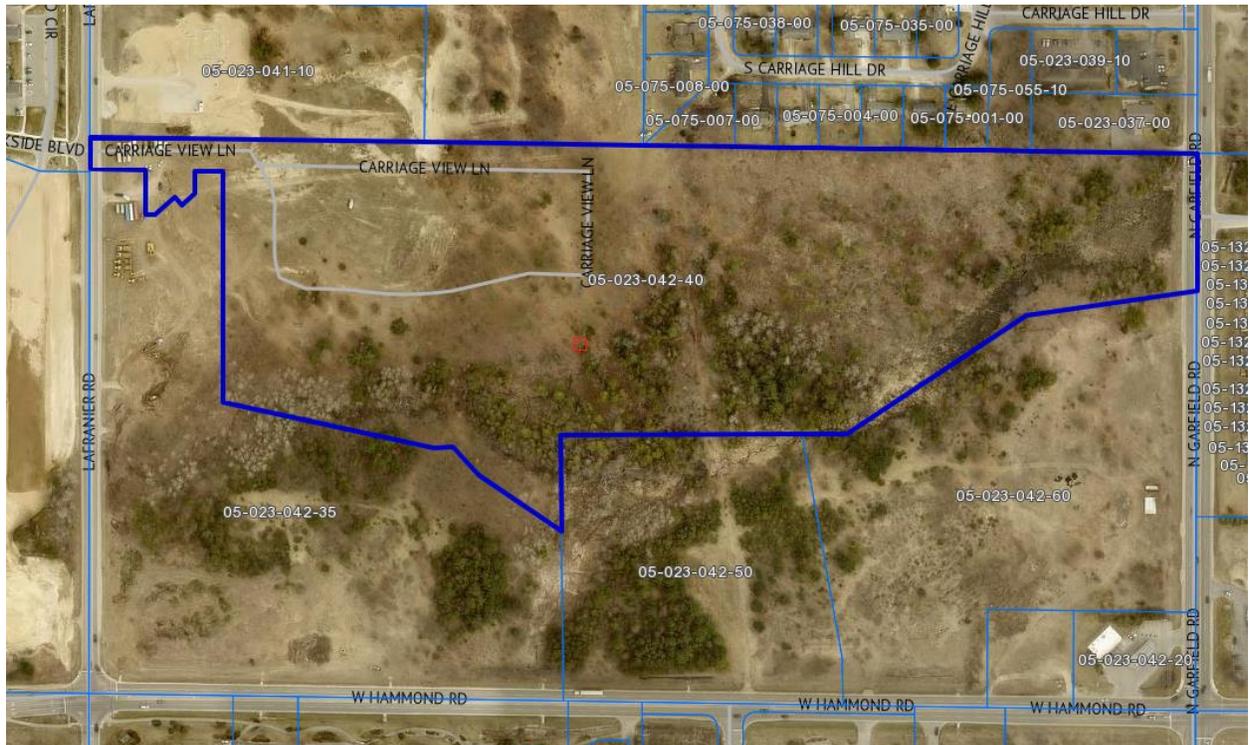
**SUBJECT PROPERTY:**

The Bay Area Transportation Authority (BATA) and Traverse City Housing Commission (TCHC) Transit-Oriented Mixed-Use Planned Unit Development (PUD), located north of Hammond Road and east off LaFranier Road, was approved on March 22, 2022 (PUD 2020-02). This current application is for a proposed amendment for the portion of the PUD containing The Flats at Carriage Commons. Known as the Residential Phase, this part of the PUD is approved for 210 multi-family residential units in five buildings, 15 single-family residential lots, a 4,000-square-foot childcare center, and a 2,940-square-foot café/neighborhood commercial building.

An Administrative Amendment (PUD 2020-02-A) was approved on July 26, 2022 to shift Apartment Building #5 to the south approximately 90 feet to clear the area of the DTE gas pipeline easement. The proposed change involved minor adjustments to the location of utilities, parking, walkways, and landscaping. The vehicular and pedestrian circulation generally remained the same as the previously approved PUD layout. A Major Amendment (PUD 2020-02-B) was approved on December 13, 2023 to shift the location, size, and height of the multi-family buildings within the established road network, parking lots, and open spaces and accommodate new architecture, new unit mixes, and a new clubhouse.

This current request is the third amendment to the approved PUD plan. In this case, the Michigan State Housing Development Authority (MSHDA), a financial agency responsible for funding of the TCHC portion of the PUD development, requires that any open space for congregation such as the proposed playground in Phase 1 shall be a distance greater than 688 feet away from the existing high pressure gas lines located to the east or have the line of sight be blocked via a building or wall. To meet this requirement and keep the project moving forward in a timely manner, the TCHC is requesting a modification to the phasing plan that would allow the previously approved playground in Phase 1 be delayed until an approved mitigation plan can be developed. Pursuant to Section 423.G.(5), change to the phasing plan is a Minor Amendment and requires approval of the Planning Commission.

*Aerial image of the subject property (property lines highlighted in a heavy blue line):*



**PURPOSE OF APPLICATION:**

The proposed amendment relates only to the multi-family buildings of the residential phase of the PUD. Other uses in the phase including the single-family residential lots, the café/neighborhood commercial building, childcare center, and open spaces, remain unchanged. This proposed amendment will shift the phasing of the multi-family buildings so that installation of the playground will happen in a future phase after a mitigation plan is approved by MSHDA. The proposed amendment as submitted in the application has been determined to be a Minor Amendment to the PUD pursuant to Section 423 of the Zoning Ordinance.

**SITE DESIGN AND ZONING COMPLIANCE OVERVIEW:**

In approving any special use permit or amendment pursuant to Section 423 of the Zoning Ordinance, the Planning Commission may impose such reasonable standards, conditions, or requirements, in addition to or that supersede any standard specified in this ordinance, as it may deem necessary to protect the public interest and welfare. Such additional standards may include, but need not be limited to:

- a) Financing;
- b) Availability of adequate public facilities or services;
- c) Dedication of land;
- d) Reservation of land;
- e) Creation of special assessment districts;
- f) Creation of restrictive covenants or easements;
- g) Special setbacks;
- h) Yard requirements;
- i) Increased screening or landscaping requirements;
- j) Area requirements;
- k) Development phasing; or

- 1) Standards pertaining to traffic, circulation, noise, lighting, hours of operation, protection of environmentally sensitive areas, and similar characteristics.

**PHASING PLAN:**

The approved PUD consists of the construction of five apartment buildings over four phases. The first phase was to include two 24-unit apartment buildings, a clubhouse, and a proposed park, including playground area. MSHDA, a financial agency responsible for funding of the TCHC portion of the PUD development, requires that any open space for congregation such as a playground should be a distance greater than 688 feet away from the existing high pressure gas lines located to the east or have the line of sight be blocked via a building or wall. To meet this requirement and keep the project moving forward in a timely manner, the TCHC is requesting a modification to the phasing plan that would allow the previously approved playground for Phase 1 be delayed until a mitigation plan can be developed and approved by MSHDA.

To ensure that the playground is constructed according to the PUD plan, the TCHC, or its developer, will provide a surety in the amount of \$61,000 to cover the cost of the playground. This amount should be supported through appropriate documentation (i.e., vendor estimate, etc.) for the cost of the playground. The provision of the surety will be reviewed after two years to determine if the playground may be constructed at that time or if the surety should be updated and extended.

While adjusting the phasing of the multi-family portion of the PUD, all other elements of the PUD plan remain the same for the proposed amended area of the site plan.

**FINDINGS – SECTION 423.G(4)(b):**

A review of the criteria in Section 423.G(4)(b) of the Zoning Ordinance offers the following findings:

*(i) No previous amendments have been granted that, together with the proposed amendment, would exceed the standards of this section;*

This is the third amendment of the BATA TCHC Transit-Oriented Mixed-Use PUD since its original approval on March 22, 2022. The first amendment was an Administrative Amendment approved on July 26, 2022 to relocate Apartment Building #5 from the DTE gas easement. The second amendment was a Minor Amendment approved on December 12, 2023 to shift the location, size, and height of the multi-family buildings within the established road network, parking lots and open spaces and accommodate new architecture, new unit mixes, and a new clubhouse.

This third amendment is to adjust the phasing plan to postpone the construction of the playground in the TCHC multi-family residential portion of the PUD until a future phase.

The previous amendments along with this proposed amendment do not exceed the standards of this section.

*(ii) There will be no detrimental impact on any adjacent property caused by significant change in the appearance or use of the property or any other contributing factor;*

The proposed change in the phasing plan for the playground area is not expected to create any detrimental impact on adjacent property.

*(iii) Nothing in the currently valid special use permit precludes or otherwise limits such expansion or enlargement;*

With this change, there are no new uses nor building expansions. The current PUD approval does not restrict or prevent the change in phasing of proposed improvements.

*(iv) The proposal conforms to this ordinance and is in keeping with the spirit and intent of the master plan; and*

The proposed change to delay the construction of the playground area conforms to the Zoning Ordinance as there are provisions for bonds and other forms of surety for these types of improvements. The change does not alter the PUD plan which remains in keeping with the spirit and intent of the Master Plan.

*(v) The amendment proposes no increase in density*

The proposed amendment to the PUD does not increase residential density.

**FINDINGS – SECTION 426.E(4):**

A review of the criteria in Section 426.E(4) of the Zoning Ordinance offers the following findings:

*(a) The uses will be compatible with the natural environment, and with adjacent and surrounding land uses and properties, and will not have an adverse economic, social or environmental impact on adjacent and surrounding land uses and properties;*

The PUD envisions residential, industrial/institutional, and commercial as the mix of uses for the site including TCHC residential housing buildings, BATA headquarters building and bus maintenance and storage facility, a bus transfer station with three shelters and bathroom facility, a childcare center, and a café. Collectively, these uses create a transit-oriented, mixed-use development, which is a type of urban development that includes residential, business, and other uses within walking distance of a central transit stop.

The transit-oriented design of the PUD presents an innovative and unique approach for this community. A goal of the overall development is to have the residents live next to a bus transfer station and take public transit to work or to other day-to-day destinations.

The site possesses natural features such as forested areas and open wetlands. A significant part of the natural features is to be preserved and provide an aesthetic and recreational asset for the entire development.

The proposed amendment slightly alters the phased construction of the TCHC apartment buildings by delaying the playground construction until a mitigation plan is developed and approved.

*(b) The uses will be compatible with the capacity of existing public services and facilities, or of planned and feasible future public services and facilities, and such use is consistent with the public health, safety and welfare of the Township residents;*

The PUD is in an area with a variety of existing residential, industrial, and commercial uses and served by existing available services. Engineering reviews have been completed and will continue as development proceeds to ensure that water and sewer service, road design, and emergency service requirements have been fully met.

- (c) *The uses and development are warranted by the design of additional amenities made possible with, and incorporated by, the development proposal;*

The PUD includes complimentary uses for residents and workers including a bus transfer station, a childcare center, and a café. Outdoor amenities include a large natural conservation area, walking paths and boardwalks, play area, gazebo, pergola, and bird watching platform. While the proposed amendment alters the phasing of construction of the playground, it does not remove any of the proposed amenities.

- (d) *Insofar as practicable, the landscape shall be preserved in its natural state by minimizing tree and soil disturbance and removal;*

The PUD has an extensive landscaping plan that utilizes existing trees where possible and provides landscape buffers with adjacent properties. Approximately 20 acres of preserved open space, including wetlands protected with a conservation easement. The proposed amendment does not alter this plan.

- (e) *Existing important natural, historical and architectural features within the development shall be preserved;*

As part of the initial PUD review and approval, a wetland delineation for the site verified wetland locations to ensure that setback requirements are met to help preserve these important natural features. There are no known historical or architectural features on the site. The proposed amendment does not impact the wetlands.

- (f) *Proposed buildings shall be sited harmoniously to the terrain and to other buildings in the vicinity that have a visual relationship to the proposed buildings;*

The PUD was approved for residential buildings and a childcare center on the northern portion of the site designed around a central open space in a design harmonious with one another while the bus headquarters and maintenance facilities were designed for the southern portion of the site. The entire site blends with the existing terrain and natural features. The proposed amendment does not alter this design plan.

- (g) *With respect to vehicular and pedestrian circulation and parking, special attention shall be given to the location and number of access points to public streets, minimizing potential motorized/non-motorized conflict points, width of interior drives and access points, general interior circulation, separation of pedestrian and vehicular traffic, and the arrangement of parking areas that are safe and convenient and, insofar as is practicable, do not detract from the design of proposed structures and neighboring properties;*

The PUD includes roadways, drives, sidewalks, and walking paths laid out in a cohesive manner, including safe and separate areas for pedestrians and vehicles. The vehicular and pedestrian layout meets Township standards and was approved by the Grand Traverse County Road Commission. The proposed amendment does not alter this design plan.

- (h) *Landscaping is provided to ensure that proposed uses will be adequately buffered from one another and from surrounding public and private property and, where applicable, to create a pleasant pedestrian scale outdoor environment;*

The PUD has a previously approved landscaping plan that is attractive and provides buffers where needed. The proposed amendment does not alter the plan.

*(i) The development consolidates and maximizes useable open space;*

The PUD provides approximately 16 acres of usable open space. Common areas and activities have also been identified, including walking paths and boardwalks, play area, gazebo, pergola, and bird watching platform. The proposed amendment does not alter nor impact the open space.

*(j) The benefits of the development are not achievable under any single zoning classification; and*

The PUD is a transit-oriented, mixed-use development which is not achievable under any single zoning district. The development includes residential, industrial/institutional, and commercial as the mix of uses for the site including TCHC residential housing buildings, BATA headquarters building and bus maintenance and storage facility, a bus transfer station, a driver's restroom building, a childcare center, and a café. Collectively, these uses create a transit-oriented, mixed-use development, which is a type of urban development that includes residential, business, and other uses within walking distance of public transport, such as a central transit stop. It aims to increase public transport ridership by reducing the use of private cars and by promoting sustainable urban growth.

Collectively, the proposed development includes the following unique aspects:

- i. Housing next to the bus transfer station allows residents and neighbors to take public transit to work or to other day-to-day destinations.
- ii. Locating the bus transfer station on the same site as BATA headquarters affords improved operations as the regional transit provider all at one location.
- iii. Housing on the same site may provide a residential opportunity for BATA employees.
- iv. The childcare center and supportive neighborhood commercial uses benefit residents, employees, and neighbors.
- v. The site is designed as a well-planned campus that includes usable open space features.

The proposed amendment does not alter this overall design for the PUD.

*(k) The development is compatible with the intent and purpose of the adopted master plan.*

The PUD presents an overall mix of uses which are complementary with one another and are compatible with the surrounding existing and planned development. The adopted Master Plan also states several implementation objectives for housing which may be advanced by this project, including the following objective:

*Continue to use the Township's Zoning Ordinance to encourage a wide variety of housing types and densities, as well as the mixing of residential uses with commercial and light-industrial uses where compatible.*

The site is located within an area of other compatible institutional uses, including the Grand Traverse County Road Commission, Cherryland Humane Society, Prince of Peace Church (approved site plan), Grand Traverse County Health Department, and the Grand Traverse County Public Services Building.

The residential phase includes 225 total residential units proposed on the 31.7-acre residential phase equals 7.1 units per acre. The proposed amendment does not alter this overall design for the PUD.

**ACTION REQUESTED:**

For this application for a PUD Minor Amendment, the Planning Commission is the final approval authority. Following opportunity for applicant presentation and Planning Commission discussion, if the Commission is prepared to decide on the application, the following separate motions in support of approval are offered for consideration:

**MOTION #1:**

THAT Findings of Fact for application PUD 2020-02-C, included in PD Report 2024-29 and forming part of this motion, BE APPROVED.

**MOTION #2:**

THAT application PUD 2020-02-C, submitted by the Traverse City Housing Commission to change the phasing plan of the multi-family buildings for the BATA TCHC Transit-Oriented Mixed-Use PUD on parcel 05-023-042-40, BE APPROVED with the following conditions:

1. Provision of a surety for the construction of a playground and sufficient documentation that supports the dollar amount of surety.
2. The previous PUD approvals and conditions associated with that approval remain intact unless adjusted as part of this amendment.
3. The applicant shall record an amended and restated Report and Decision Order (RDO) 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 Township within thirty (30) days of final approval by the Township or approval shall be considered to have expired.

Any additional information the Planning Commission deems necessary should be added to this motion.

**Attachments:**

1. PUD Minor Amendment Application Form
2. Smith & Henzy Letter dated April 25, 2024
3. Site Plan Sheets:
  - a. C4.1 Site & Dimension Plan – North (Approved December 13, 2023)
  - b. Phasing Plan Exhibit – April 23, 2024
  - c. Phasing Plan with Limits of Construction Exhibit – April 23, 2024
  - d. Phase 1 Limits Exhibit – April 23, 2024



# Charter Township of Garfield

Grand Traverse County

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

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## PLANNED DEVELOPMENT (PD) APPLICATION

### ASSISTANCE

This application must be completed in full. An incomplete or improperly prepared application will not be accepted and will result in processing delays. Before submitting an application, it is recommended that you contact the Planning Department to arrange an appointment to discuss your proposed application. Time is often saved by these preliminary discussions. For additional information or assistance in completing this development application, please contact the Planning Department at (231) 941-1620.

### ACTION REQUESTED

New Planned Unit Development Application  
New Planned Unit Residential Development Application  
Major Amendment  
Minor Amendment  
Administrative Amendment

### PROJECT / DEVELOPMENT NAME

### APPLICANT INFORMATION

*Name:*

*Address:*

*Phone Number:*

*Email:*

### AGENT INFORMATION

*Name:*

*Address:*

*Phone Number:*

*Email:*

OWNER INFORMATION

*Name:*

*Address:*

*Phone Number:*

*Email:*

CONTACT PERSON

Please select one person to be contact person for all correspondence and questions:

*Applicant:*

*Agent:*

*Owner:*

PROPERTY INFORMATION

*Property Address:*

*Property Identification Number:*

*Legal Description:*

*Zoning District:*

*Master Plan Future Land Use Designation:*

*Area of Property (acres or square feet):*

*Existing Use(s):*

*Proposed Use(s):*

PROJECT TIMELINE

*Estimated Start Date:*

*Estimated Completion Date:*

REQUIRED SUBMITTAL ITEMS

A complete application for a Planned Unit Development Application or a Planned Unit Residential Development Application consists of the following:

Application Form:

One original signed application

One digital copy of the application (PDF only)

Application Fee:

Fees are established by resolution of the Garfield Township Board and are set out in the current Fee Schedule as listed on the Planning Department page of the Township website (<http://www.garfield-twp.com>). Please make check out to Charter Township of Garfield.

Fee

Escrow Fee:

Additional fees may be required if a review by independent professional help is deemed necessary by the Township. If required, such additional fees must be placed in escrow by the applicant in accordance with the escrow policies of the Township and prior to any further processing of this application. Any unused escrow funds shall be returned to the applicant. Please complete an Escrow and Review (ER) Application form.

Site Plan:

Ten complete stapled 11"x17" paper sets (Administrative Amendments require one copy)

Two complete bound 24"x36" paper sets

One digital set (PDF only)

Written Information:

Ten paper copies of the Approval Criteria (Administrative Amendments require one copy)

One digital copy of the Approval Criteria (PDF only)

Ten paper copies of the Impact Assessment (Administrative Amendments require one copy)

One digital copy of the Impact Assessment (PDF only)

Digital items to be delivered via email or USB flash drive

SUBMITTAL DEADLINE

Submittal deadlines are listed on the Planning Department page of the Township website (<http://www.garfield-twp.com>). Please note that the listed dates are the deadlines after which submittals will not be considered for the indicated meeting. Any errors or missing information on an application submitted at the deadline will result in a delay in the processing of the application. An earlier submittal is encouraged to avoid possible delays.

WAIVERS

Submittal Waiver:

At the discretion of the Director of Planning, a Site Development Plan may be waived in any of the following cases when it is determined that the submission would serve no useful purpose:

1. The erection or enlargement of an accessory structure;
2. The enlargement of a principal building by less than 20 percent of its existing gross floor area, provided such enlargement will not result in a requirement for additional off-street parking;
3. A change in principal use where such change would not result in an increase in impervious surface area, additional off-street parking, site access, other external site characteristics or a violation of this ordinance.

Data Waiver:

The Director of Planning may waive a particular element of information or data otherwise required for a Site Development Plan upon a finding that the information or data is not necessary to determine compliance with this ordinance or that such information or data would not bear on the decision of the approval authority.

SITE PLAN

Check that your site plan includes all required elements for a Site Development Plan (SDP). Please use the Required Site Plan Elements Checklist below.

## APPROVAL CRITERIA

Indicate on a separate sheet of paper, how the proposed special use will comply with, meet, or facilitate each of the following Approval Criteria from § 423.E of the Zoning Ordinance. The Planning Commission must determine that each of these criteria are satisfied in order to grant approval of a Special Use Permit. A special use is permitted only if the applicant demonstrates that:

The proposed use will be consistent with the purpose and intent of the master plan and this ordinance, including all regulations of the applicable zoning district;

The proposed use will be designed, constructed, operated and maintained so as to be compatible, harmonious and appropriate with the existing or planned character and uses of the neighborhood, adjacent properties and the natural environment;

The proposed use will not be detrimental, hazardous or disturbing to existing or future adjacent uses or to the public welfare by reason of excessive traffic, noise, dust, gas, smoke, vibration, odor, glare, visual clutter, electrical or electromagnetic interference;

Potential adverse effects arising from the proposed use on the neighborhood and adjacent properties will be minimized through the provision of adequate parking, the placement of buildings, structures and entrances, as well as the provision and location of screening, fencing, landscaping, buffers or setbacks;

The proposed use will retain as many natural features of the property as practicable, particularly where the natural features assist in preserving the general character of the neighborhood;

Adequate public and private infrastructure and services such as streets, water and sewage facilities, drainage structures, police and fire protection, and schools, already exist or will be provided without excessive additional requirements at public cost;

The establishment, maintenance, or operation of the proposed use shall not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare;

The public interest and welfare supporting the proposed use shall be sufficient to outweigh individual interests that are adversely affected by the establishment of the proposed use;

Adequate measures shall be taken to provide ingress and egress so designed as to minimize traffic hazards and to minimize traffic congestion on the public roads;

Adequate measures shall be taken to provide vehicular and pedestrian traffic within the site, and in relation to streets and sidewalks servicing the site in a safe and convenient manner; and

The proposed use shall not impede the orderly development and improvement of surrounding property for uses permitted within the zoning district.

## IMPACT ASSESSMENT

1. Planned Unit Developments: A written impact statement of the application as it relates to 426.A and 426.E of the Zoning Ordinance.
2. Planned Unit Residential Developments: A written impact statement of the application as it relates to 427.A and 427.C of the Zoning Ordinance.

ADDITIONAL INFORMATION

If applicable, provide the following further information:

- |  | <u>Yes</u> | <u>No</u> | <u>Not<br/>Applicable</u> |
|--|------------|-----------|---------------------------|
| <b>A. <u>Sanitary Sewer Service</u></b>  |            |           |                           |
| 1. Does project require extension of public sewer line?<br>If yes, has a Utility Agreement been prepared?  |            |           |                           |
| 2. Will a community wastewater system be installed?<br>If yes, has a Utility Agreement been prepared?<br>If yes, provide construction plans and specifications   |            |           |                           |
| 3. Will on-site disposal be used?<br>If yes, is it depicted on plan?   |            |           |                           |
| <b>B. <u>Water Service</u></b>   |            |           |                           |
| 1. Does project require extension of public water main?<br>If yes, has a Utility Agreement been prepared?  |            |           |                           |
| 2. Will a community water supply be installed?<br>If yes, has a Utility Agreement been prepared?<br>If yes, provide construction plans and specifications  |            |           |                           |
| <b>C. <u>Public utility easements required?</u></b>  |            |           |                           |
| If yes, show on plan.  |            |           |                           |
| <b>D. <u>Stormwater Review/Soil Erosion</u></b>  |            |           |                           |
| 1. Soil Erosion Plans approved by Soil Erosion Office?<br>If so, attach approval letter.<br>If no, are alternate measures shown?   |            |           |                           |
| 2. Stormwater Plans approved by Township Engineer?<br>If so, attach approval letter.<br>If no, are alternate measures shown?<br><br>Note: Alternate measures must be designed and sealed by a registered Engineer. |            |           |                           |
| <b>E. <u>Roads and Circulation</u></b>   |            |           |                           |
| 1. Are interior public streets proposed?<br>If yes, has Road Commission approved (attach letter)?  |            |           |                           |
| 2. Will public streets connect to adjoining properties or future streets?  |            |           |                           |
| 3. Are private roads or interior drives proposed?  |            |           |                           |
| 4. Will private drives connect to adjoining properties service roads?  |            |           |                           |
| 5. Has the Road Commission or MDOT approved curb cuts?<br>If yes, attach approved permit.  |            |           |                           |

OTHER INFORMATION

If there is any other information that you think may be useful in the review of this application, please attach it to this application or explain it on a separate page.

REVIEW PROCESS - PLANNED UNIT DEVELOPMENT - NEW

*Preliminary Review and Decision*

1. Upon submittal of this application, Staff will review the materials submitted and will, within ten (10) working days, forward a determination of completeness to the applicant. If the submission is incomplete or noncompliant with the Zoning Ordinance, it will be returned to the applicant for revision. Once the submission is revised, Staff will again

review it for completeness and again forward a determination to the applicant within ten (10) working days. This procedure shall be repeated until a complete submission is received.

2. Once the application is deemed to be complete and submitted according to the application deadlines, it will be forwarded to the Planning Commission for review. The Planning Commission will determine if the application is complete and schedule a public hearing.
3. Upon holding a public hearing, the Planning Commission shall submit a written recommendation to the Township Board. A public hearing may be held by the Township Board.
4. The Township Board shall approve, approve with conditions, or deny the request for preliminary Planned Unit Development approval.

*Final Review and Decision*

5. For Final Approval, the Planning Commission shall review and submit a written recommendation to the Township Board. A public hearing shall be held by the Township Board.
6. The Township Board shall approve, approve with conditions, or deny the request for final Planned Unit Development approval.
7. If approved or approved with conditions, the decision of the Township Board shall be incorporated into a written report and decision order.

REVIEW PROCESS – PLANNED UNIT RESIDENTIAL DEVELOPMENT - NEW

*Preliminary Review and Decision*

1. Upon submittal of this application, Staff will review the materials submitted and will, within ten (10) working days, forward a determination of completeness to the applicant. If the submission is incomplete or noncompliant with the Zoning Ordinance, it will be returned to the applicant for revision. Once the submission is revised, Staff will again review it for completeness and again forward a determination to the applicant within ten (10) working days. This procedure shall be repeated until a complete submission is received.
2. Once the application is deemed to be complete and submitted according to the application deadlines, it will be forwarded to the Planning Commission for review. The Planning Commission will determine if the application is complete and schedule a public hearing.
3. Upon holding a public hearing, the Planning Commission shall approve, approve with conditions, or deny the request for preliminary Planned Unit Residential Development approval.

*Final Review and Decision*

4. Final review shall address all conditions imposed by the Planning Commission in the preliminary decision on the planned unit residential development. Submissions for final review and decision shall not be considered until all conditions have been addressed. The Director of Planning or designee shall conduct a completeness review to determine that all conditions of the preliminary decision have been addressed.
5. Once the plans and conditions are deemed substantially complete, the project shall be referred to the Planning Commission for its final review and decision. No application shall be referred to the Planning Commission until this standard has been satisfied. The Planning Commission may hold a public hearing on such application for final review and decision.
6. If approved or approved with conditions, the decision of the Planning Commission shall be incorporated into a written report and decision order.

### REVIEW PROCESS – PLANNED DEVELOPMENT – MAJOR AMENDMENT

Any proposed amendment other than those provided for below are considered a major amendment and shall be approved in the same manner and under the same procedures as are applicable to the issuance of the original special use permit approval. Major amendments include but are not necessarily limited to changes that:

1. Increase the number of dwelling units, floor area, height, impervious surface development, or any additional land-use disturbance other than as provided for below;
2. Introduce different land uses than that requested in the application;
3. Request larger land area than indicated in the original application;
4. Request greater relief than that requested in the application;
5. Allow any decrease in buffer or transition areas, reduction in landscaping, reduction of required yards, or any change in the design characteristics or materials used in construction of the structures;
6. Reduce or eliminate conditions attached to a legislative or quasi-judicial development order; or
7. Reduce or eliminate pedestrian circulation.

### REVIEW PROCESS – PLANNED DEVELOPMENT – MINOR AMENDMENT

The Planning Commission may authorize the following amendments to an approved development plan without a public hearing:

1. Changes to the timing or phasing of the proposed development, provided that the use and overall geographic land area remains the same and that required public improvements are not delayed.
2. Increases in total building height of greater than five (5) feet provided that maximum height regulations are complied with.
3. Any other proposed amendment which is determined by the Planning Commission to have no detrimental impact on any adjacent property and is not considered or classified a Major Amendment under § 423(6) Major Amendments.

### REVIEW PROCESS – PLANNED DEVELOPMENT – ADMINISTRATIVE AMENDMENT

The Director of Planning may authorize the following amendments to an approved site development plan:

1. Shifts in on-site location and changes in size, shape, or configuration of less than 15 percent, or a 15 percent or less change in either impervious surface or floor area over what was originally approved.
2. An increase in total building height of less than five (5) feet, provided that maximum height regulations of the underlying zoning district are met.
3. Minor adjustment of the location of utilities and walkways, provided however that no sidewalks or paths required by the approval authority may be eliminated.
4. The substitution of landscape material provided the substituted materials are of a similar nature and quality and will comply with the standards of § 530, Landscape Materials of Article 5, Development Standards, of this ordinance.
5. Minor revisions to an internal street circulation pattern not increasing the number of lots or lowering the connectivity ratio.

- 6. Minor realignment of ingress and egress locations if required by the Grand Traverse County Road Commission or Michigan Department of Transportation.
- 7. A reduction in the number of proposed lots or the combination of units.

PERMISSION TO ENTER SUBJECT PROPERTY

Permission is hereby granted to Garfield Township staff and Planning Commissioners to enter the premises subject to this application for the purposes of making inspections associated with this application, during normal and reasonable working hours.

Owner Signature: *Karl Fulmer*

Applicant Signature: *Danen Smith*

Agent Signature: *[Signature]*

Date:

OWNER'S AUTHORIZATION

If the applicant is not the registered owner of the lands that is the subject of this application, the owner(s) must complete the authorization set out below.

I/We \_\_\_\_\_ authorize to make this application on my/our behalf and to provide any of my/our personal information necessary for the processing of this application. Moreover, this shall be your good and sufficient authorization for so doing.

Owner Signature: *Karl Fulmer*

Date:

AFFIDAVIT

The undersigned affirms that he/she or they is (are) the owner, or authorized agent of the owner, involved in the application and all of the information submitted in this application, including any supplemental information, is in all respects true and correct. The undersigned further acknowledges that willful misrepresentation of information will terminate this permit application and any permit associated with this document.

Owner Signature: *Karl Fulmer*

Date:

Applicant Signature: *Danen Smith*

Date:

Required Site Plan Elements Checklist (See § 956 of the Zoning Ordinance) Site Diagram (SD) / Administrative Site Plan (ASP) / Site Development Plan (SDP)	SD	ASP/ SDP
<b>A. Basic Information</b>		
1. Applicant's name, address, telephone number and signature		
2. Property owner's name, address, telephone number and signature		
3. Proof of property ownership		
4. Whether there are any options or liens on the property		
5. A signed and notarized statement from the owner of the property that the applicant has the right to act as the owner's agent		
6. The address and/or parcel number of the property, complete legal description and dimensions of the property, setback lines, gross and net acreages and frontage		
7. A vicinity map showing the area and road network surrounding the property		
8. Name, address and phone number of the preparer of the site plan		
9. Project title or name of the proposed development		
10. Statement of proposed use of land, project completion schedule, any proposed development phasing		
11. Land uses and zoning classification on the subject parcel and adjoining parcels		
12. Seal of the registered engineer, architect, landscape architect, surveyor, or planner who prepared the plan, as well as their name, address and telephone number		
<b>B. Site Plan Information</b>		
1. North arrow, scale, and date of original submittal and last revision		
2. Boundary dimensions of natural features		
3. Natural features such as woodlots, water bodies, wetlands, high risk erosion areas, slopes over twenty-five percent (25%), beach, drainage, and similar features		
4. Proposed alterations to topography and other natural features		
5. Existing topographic elevations at two-foot intervals except shown at five-foot intervals where slopes exceed 18%		
6. Soil erosion and sediment control measures as required by the Grand Traverse County Soil Erosion Department.		
7. The location, height and square footage of existing and proposed main and accessory buildings, and other existing structures		
8. Location and specifications for any existing or proposed (above or below ground) storage facilities for any chemicals, salts, flammable materials, or hazardous materials. Include any containment structures or clear zones required by county, state or federal government authorities		
9. Proposed finish floor and grade line elevations of any structures <i>*Required only for habitable construction within the floodplain on site diagrams and administrative site plans.</i>	*	
10. Existing and proposed driveways, including parking areas		
11. Neighboring driveways and other vehicular circulation features adjacent to the site		
12. A dimensional plan indicating the location, size and number of parking spaces of the on-site parking areas, and shared parking areas		
13. Identification and dimensions of service lanes and service parking, snow storage areas, loading and unloading and docks		
14. Proposed roads, access easements, sidewalks, bicycle paths, and other vehicular and pedestrian circulation features within and adjacent to the site		
15. Location and dimensions of curb cuts, acceleration, deceleration and passing lanes		
16. Location of neighboring structures that are close to the parcel line or pertinent to the proposal		
17. Location of water supply lines and/or wells		
18. Location of sanitary sewer lines and/or sanitary sewer disposal systems		
19. Location, specifications, and access to a water supply in the event of a fire emergency		
20. Sealed (2) stormwater plans including the location and design of storm sewers, retention or detention ponds, swales, wastewater lines, clean out locations, connection points and treatment systems		
21. A utility plan including the location of all other utilities on the site including but not limited to natural gas, electric, cable TV, telephone and steam		
22. A sign plan indicating the location, size and specifications of all signs and advertising features, including cross sections		
23. A lighting plan including exterior lighting locations 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		
24. Proposed location of any open spaces, landscaping and buffering features such as buffer areas, vegetation belts, fences, walls, trash receptacle screening, and other screening features with cross sections shown		
25. A Landscape plan and table identifying the species, size of landscape materials, and number proposed, compared to what is required by the Ordinance. All vegetation to be retained on site must also be indicated, as well as, its typical size by general location or range of sizes as appropriate		
26. Statements regarding the project impacts on existing infrastructure (including traffic capacity, schools, and existing utilities, and on the natural environment on and adjacent to the site)		
27. Changes or modifications required for any applicable regulatory agencies' approvals		



**SMITH & HENZY**  
AFFORDABLE GROUP

April 25, 2024

John Sych, AICP  
Planning Director  
Charter Township of Garfield  
3848 Veterans Drive  
Traverse City, MI 49684

Re: PUD 2020-20-C Minor Amendment

Dear Mr. Sych,

In regards to the above matter, I am writing to you on behalf of the Flats Phase I LDHA, LLC as to why we are requesting this minor amendment related to our phasing plan.

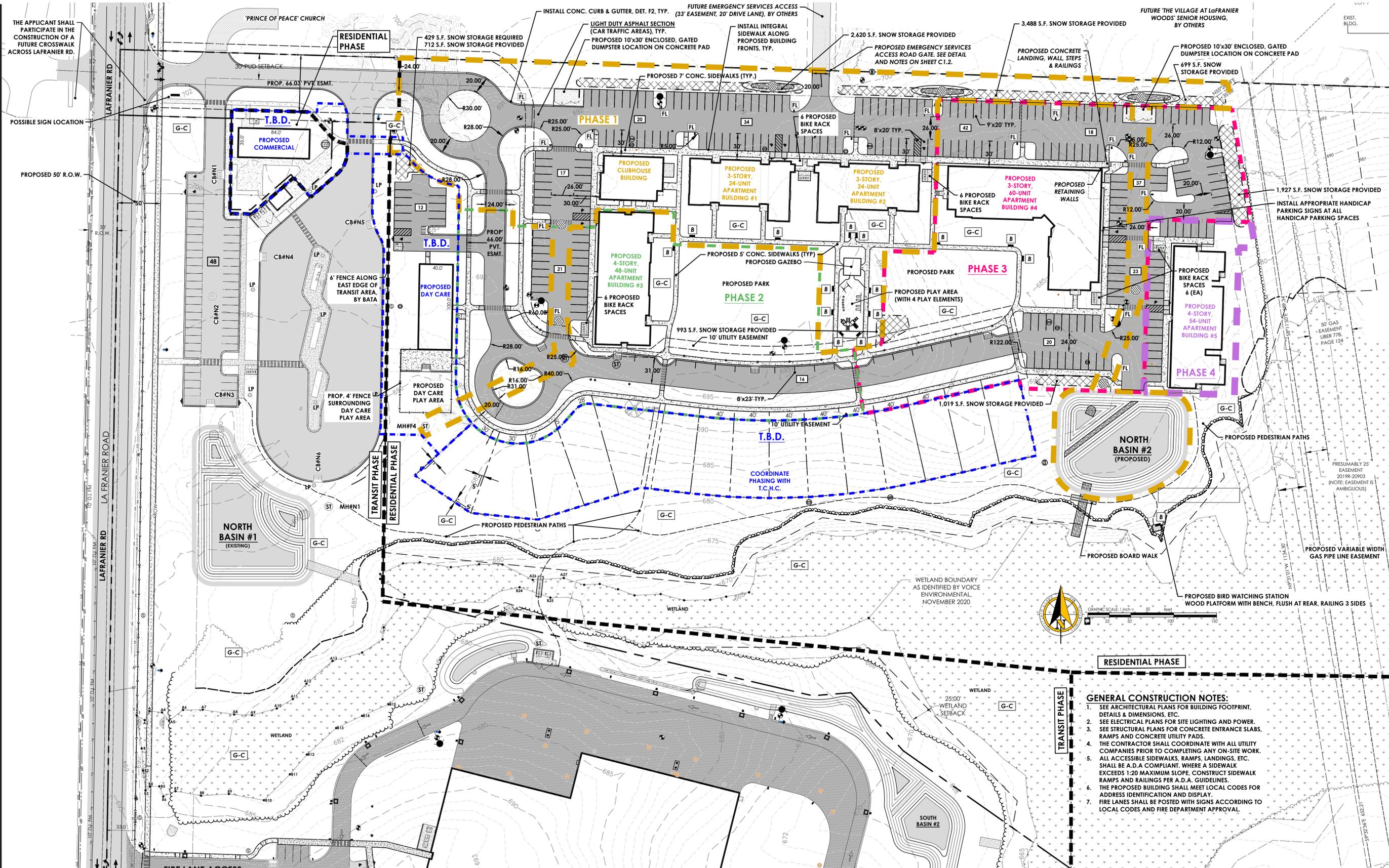
The playground has been removed from the planned Phase I development due to its proximity to the high pressure gas line to the east of the proposed development. The Michigan State Housing Development Authority (“MSHDA”), who is the financial agency responsible for issuance of low income housing tax credits in Michigan requires that any open space for congregation such as a playground should be a distance greater than 688 feet away from these high pressure gas lines or conversely have the line of sight be blocked via a building or wall.

At this time it is unclear which form document of mitigation report MSHDA will except and an environmental engineer capable of performing such analysis acceptable to them. Therefore this playground will need to be deferred to a later date as described below at which time we expect to have an approved mitigation plan which will outline to MSHDA how we expect to mitigate for the proximity of the gas line.

In order to ensure this work is completed the developer will post a bond in the amount of \$61,000 for two years to allow the developer to mitigate this MSHDA regulation and build the playground. The Plan is to engage an environmental engineer to analyze potential mitigation efforts to be implemented, approved by MSHDA and build the playground either at the end of Phase I construction or as part of the Phase II development. We believe this should be accomplished within 2 years.

Sincerely,

Darren Smith  
Manager of Manager of The Flats Phase I LDHA, LLC



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- [FL] "NO PARKING FIRE LANE" SIGN, TYP.
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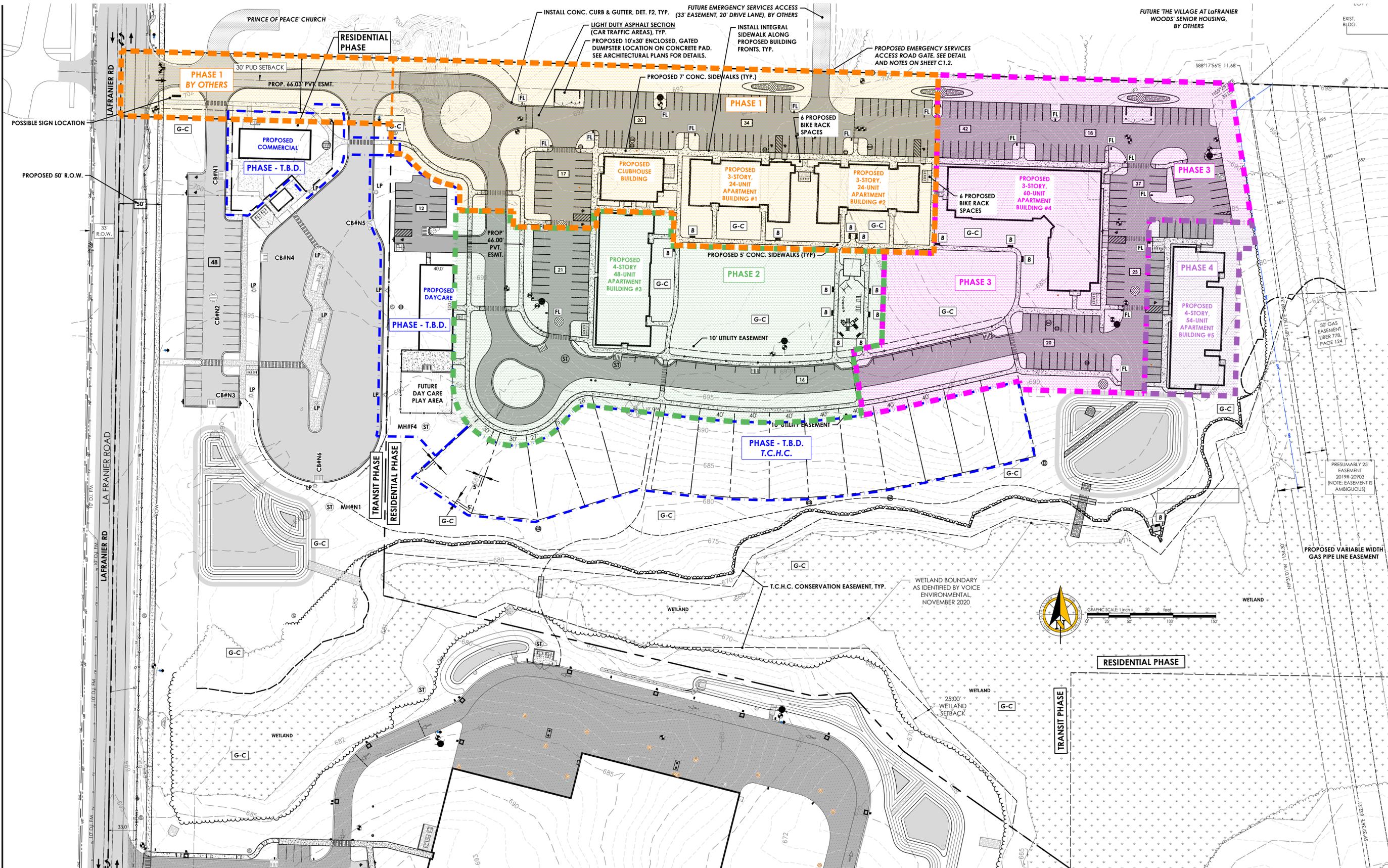
8300 Conoverway Dr., Ste. 201  
 Traverse City, MI 49685  
 Phone: 231-946-9310  
 www.mnueps.com  
 info@maeps.com

**Mansfield**  
 Land Use Consultants

REV#	DATE	DIS.	DRN.	CHK.	DESC.
22	23-02-07	dim	mm	jeh	Construction Drawings - BATA
23	23-03-06	dim	mm	jeh	Construction Drawings - BATA: Lower South HQ Site Two Feet
24	23-04-24	dim	mm	jeh	ASD (2) Sanitary Manholes & 8' Stubs for Future Connection By Others
25	23-04-01	dim	mm	jeh	Trail Retaining Wall & Rail Details
26	23-08-02	dim	mm	jeh	Lafreanier Access Drive Road Commission, Champaign
27	24-01-09	dim	mm	jeh	Water & Sanitary As-Built for Imp.
28	23-12-13	dim	mm	prk	IC Master Amendment PUD 2020-02-8

Bay Area Transportation Authority / Traverse City Housing Commission  
 Transit-Oriented Mixed-Use Development PUD  
**SITE & DIMENSION PLAN - NORTH**  
 Section 23, Town 27 North, Range 11 West  
 Garfield Township, Grand Traverse County, Michigan

PUD 2020-02-B  
 20108 & 23072  
 C4.1



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P.O. Box 4015  
Traverse City, MI 49685  
Phone: 231-946-9310  
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info@mmaeps.com

**Mansfield**  
Land Use Consultants

REV#	DATE	DIS.	DRN.	CHK.	DESC.
01	23-10-14	dim	mm	mm	The Flats - Phase 1 Preliminary Site Plan for Imp. Review
02	23-10-25	dim	mm	mm	The Flats - 4-Phase Revised Preliminary Site Plan for Imp. Review
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**THE FLATS PHASE 1 LDHA LLC**  
The Flats at Carriage Commons  
**PHASING PLAN EXHIBIT**  
Section 23, Town 27 North, Range 11 West  
Garfield Township, Grand Traverse County, Michigan

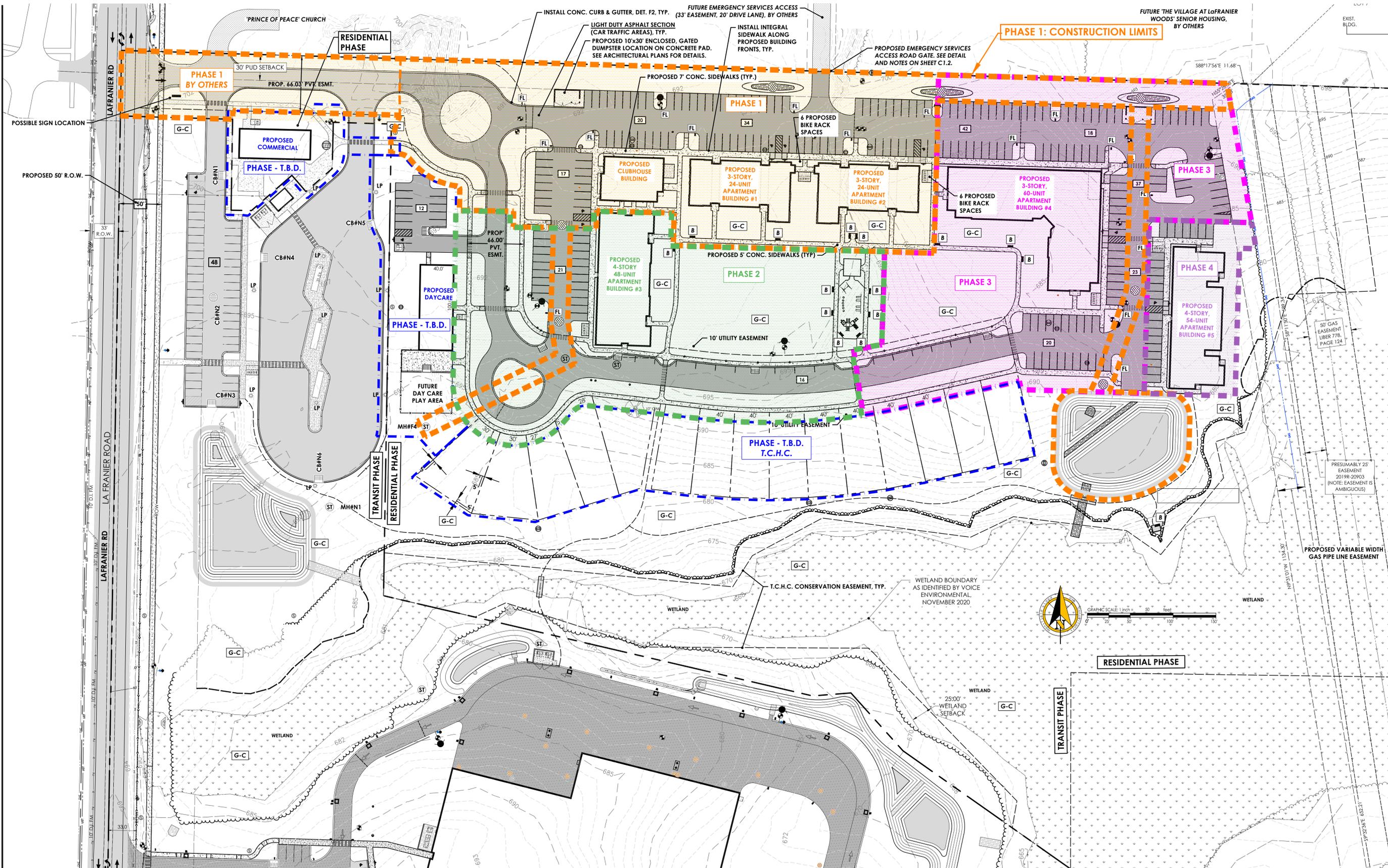
**CONSTRUCTION**

DATE: 23-10-14  
DRAWN: mm  
CHECKED: mm  
DATE: 23-10-14

**23072**

**EXHIBIT**

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830 Congress Dr., Ste. 201  
 P.O. Box 4015  
 Traverse City, MI 49685  
 Phone: 231-946-9310  
 www.mansfield.com  
 info@mansfield.com

# Mansfield

Land Use Consultants

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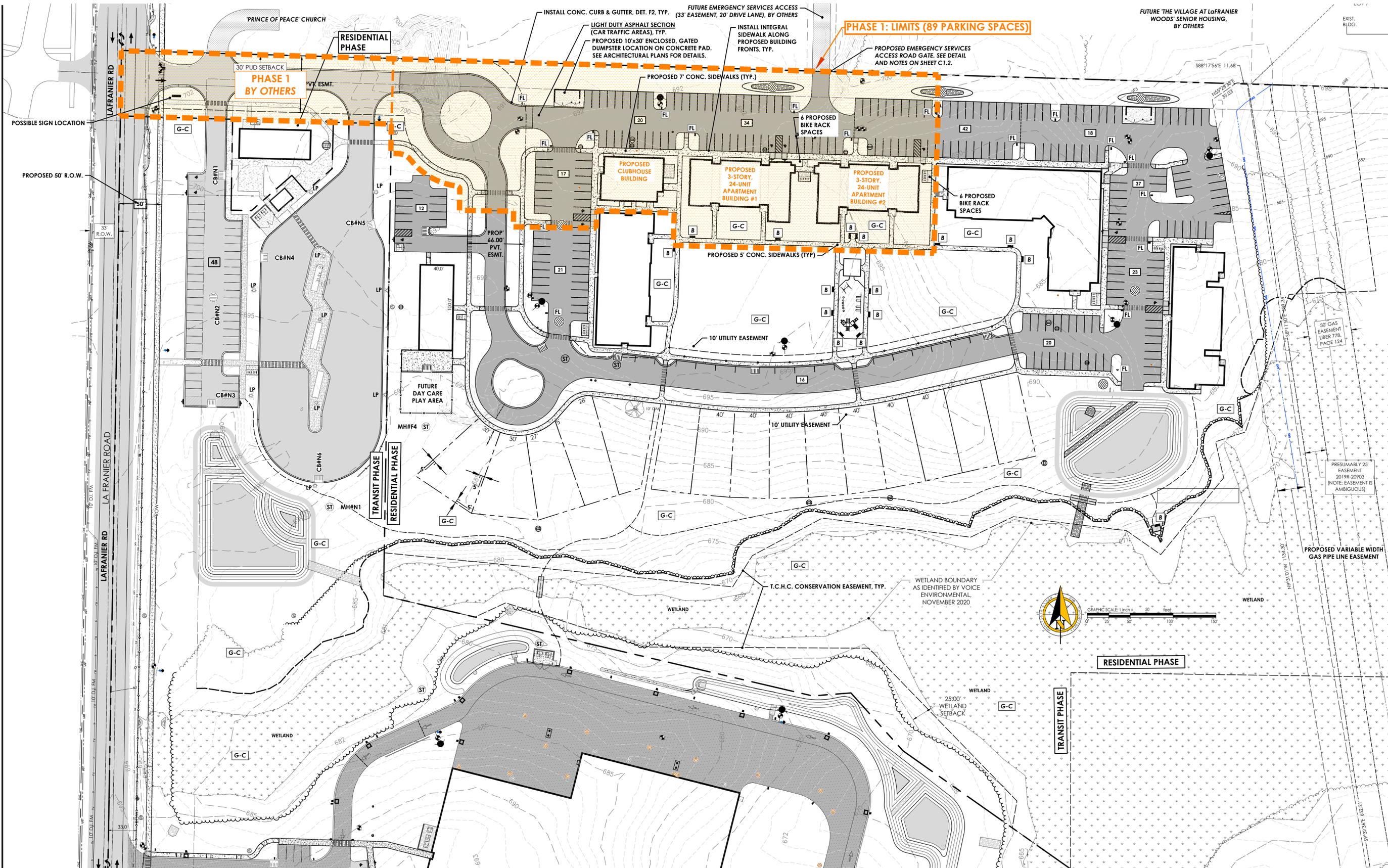
CONSTRUCTION

DATE: 23-10-14  
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 CREATOR: mm  
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NO. 23072

EXHIBIT

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**CONSTRUCTION**

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DR:	mm
CHK:	ah
CRK:	mm
DATE:	23-10-10

**23072**

**EXHIBIT**