

CHARTER TOWNSHIP OF GARFIELD TOWNSHIP BOARD MEETING

Tuesday, February 13, 2024 at 6:00pm
Garfield Township Hall
3848 Veterans Drive
Traverse City, MI 49684
Ph: (231) 941-1620

AGENDA

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 Township Board, 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 Board Rules and Procedures: a.) any person wishing to address the Board 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 Township Board Member'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.

2. Review and approval of the Agenda - Conflict of Interest

3. Consent Calendar

The purpose of the Consent calendar is to expedite business by grouping non-controversial items together to be dealt with in one Board motion without discussion. Any member of the Board, staff or the public may ask that any item on the Consent Calendar be removed there from and placed elsewhere on the Agenda for full discussion. Such requests will be automatically respected. If any item is not removed from the Consent Calendar, the action noted in parentheses on the Agenda is approved by a single Board action adopting the Consent Calendar.

- a. Minutes – January 23, 2024, Regular Board Meeting
(Recommend Approval)
- b. Bills - General Fund \$93,785.24
(Recommend Approval)
- c. Township Strategic Plan – 2023 Year End Report (Receive and File)
- d. Planning Commission Annual Report for 2023 (Receive and File)
- e. Parks and Recreation Commission Annual Report for 2023 (Receive and File)

- f. Consideration of Resolution 2024-1-T(b) to schedule Public Hearing on February 20, 2024 for Special Assessment Roll for Ridge View Ct Resurfacing (Recommend Approval)
 - g. Consideration of changing the name of Ramsdell Street, East of Incochee Woods Drive if extended, to Ramsdell Road (Recommend Approval)
4. **Items removed from the Consent Calendar**
5. **Correspondence**
- a. Correspondence regarding TCLP property sale
6. **Reports**
- a. County Commissioner's Report
 - b. Sheriff's Report
 - c. Planning Department Report for February 2024
 - d. Parks and Rec Report
 - e. Treasurer's Report
 - f. Clerk's Report
 - g. Supervisor's Report
7. **Unfinished Business**
- a. Discussion on changes to the township's administrative structure
8. **New Business**
- a. Public Hearing – Consideration of Lederer R-1 Rezoning, Resolution 2024-03-T
 - b. Public Hearing – Consideration of Zoning Ordinance Commercial District Housing Development Amendment, Resolution 2024-02-T
 - c. Consideration of bids for upgrading the Garfield Township office security system
9. **Public Comment**
10. **Other Business**
11. **Adjournment**

Lanie McManus, Clerk

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
TOWN BOARD MEETING
January 23, 2024**

Supervisor Chuck Korn called the Town Board Meeting to order at the Garfield Township Hall on January 23, 2024 at 6:00p.m.

Pledge of Allegiance

Roll Call of Board Members

Present: Molly Agostinelli, Chris Barsheff, Steve Duell, Chuck Korn Chloe Macomber, Lanie McManus and Denise Schmuckal

Staff Present: Planning Director John Sych

1. Public Comment (6:01)

None

2. Review and Approval of the Agenda - Conflict of Interest (6:01)

Agostinelli moved and Barsheff seconded to approve the agenda as presented.

Yeas: Agostinelli, Barsheff, Schmuckal, Duell, Macomber, McManus, Korn

Nays: None

3. Consent Calendar (6:02)

a. Minutes

January 9, 2024 Regular Meeting
(Recommend Approval)

b. Bills,

(i) General Fund \$38,784.35
(Recommend Approval)

(ii) Gourdie-Fraser
Developer's Escrow Fund – Storm Water Reviews,
Utility Plan Review, Oversight and Closeout
\$36,535.00

General Utilities 11,524.00

Total \$48,059.00

(Recommend Approval)

**c. Introduction of Zoning Ordinance, Section 725 Commercial District Housing Development Amendment and schedule Public Hearing for February 13, 2024
(Recommend Approval)**

- d. **Introduction of Lederer R-1 Rezoning and schedule for Public Hearing for February 13, 2024 (Recommend Approval)**
- e. **Consideration of proposed road name, Mikhail Blvd in the Marengo 31 Multi-Family Housing Development (Recommend Approval)**

Board members removed consent item 3c to agenda item #4.

Duell moved and Agostinelli seconded to approve the consent calendar as presented.

*Yeas: Duell, Agostinelli, Barsheff, Schmuckal, McManus, Macomber, Korn
Nays: None*

4. Items Removed from the Consent Calendar

- a. **Introduction of Zoning Ordinance, Section 725 Commercial District Housing Development Amendment and schedule Public Hearing for February 13, 2024**

Board members asked questions about open space requirements in the proposed amendment.

Duell moved and Barsheff seconded to approve Introduction of Zoning Ordinance, Section 725 Commercial District Housing Development Amendment and schedule Public Hearing for February 13, 2024.

*Yeas: Duell, Barsheff, Schmuckal, Macomber, McManus, Agostinelli, Korn
Nays: None*

5. Correspondence (6:06)

None

6. Reports

- a. **Construction Report (6:06)**

Engineer Jennifer Graham from Gourdie-Fraser stated that Cedar Run Booster station will be going out for bids. She added that the Stoneridge PRV needs to be replaced and it also went out for bids along with the Silver Lake Sewer extension. She is continuing utility reviews and closeouts. Board members asked questions.

- b. **MMR Report (6:16)**

Amy Fairchild, MMR Operations Manager reviewed the 2023 statistics which showed 3,000 calls in the township and 19,000 calls for the entire area.

- c. **County Commissioner’s Report (6:19)**
Commissioners Lauren Flynn and Brad Jewett reported that the Northern Lakes Mental Health audit is ongoing and a PILOT policy has been approved at the county level. They added that the Pavilions money was received by the county.
- d. **GT County Road Commissioner’s Report (6:23)**
Alan Lehman from the Road Commission stated that the construction is ongoing on the new Kingsley GTRC facility. He added that MDOT will not help fund the proposed Hammond/Hartman east west corridor with a bridge over the Boardmen River.
- e. **Personnel Report (6:34)**
Barsheff said the committee met and discussed administrative changes pertaining to a Township Manager position. The committee hopes to bring something to the board in February.
- f. **Supervisor’s Report (6:35)**
Korn reported that Fire Chief interviews have been done and a special meeting will be held Thursday. The committee is down to two candidates. He also worked on a blight elimination grant and attended a NW Michigan Policy conference.

7. **Unfinished Business**
None

8. **New Business**

- a. **Discussion of Building Department Staff (6:38)**
Korn stated that it was the consensus of the Personnel Committee to engage a search firm to find a qualified building official.

Schmuckal moved and Duell seconded to hire a search firm to find qualified building department staff.

Board members discussed the motion and the details of the turnover.

Yeas: Schmuckal, Duell, Agostinelli, Barsheff, Macomber, McManus, Korn

Nays: None

9. **Public Comment: (6:44)**

Alan Lehman of Kings Court commented on the building department.

10. **Other Business (6:44)**

Duell asked about liability of ZBA members.

11. **Adjournment**

Korn adjourned the meeting 6:46 pm.

Chuck Korn, Supervisor
Charter Township of Garfield
3848 Veterans Drive
Traverse City, MI 49686

Lanie McManus, Clerk
Charter Township of Garfield
3848 Veterans Drive
Traverse City, MI 49686

Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/24/2024	GEN	41993	AFLAC	AFLAC	101-000-231.001	436.82
01/24/2024	GEN	41994	B S & A SOFTWARE	ASSESSING / TAX ANNUAL SVC/SUPPORT FEE	101-228-955.000	4,246.00
01/24/2024	GEN	41995	BLUE CROSS BLUE SHIELD OF MICHIGAN	EMPLOYEE HEALTH	101-851-711.030	25,026.96
01/24/2024	GEN	41996	CHUCK KORN	MILEAGE / SUPPLIES	101-171-860.200	611.77
		41996		MILEAGE / SUPPLIES	101-262-726.000	179.14
						<u>790.91</u>
01/24/2024	GEN	41997	ESS	VAT BALLOTS	101-262-726.000	756.18
01/24/2024	GEN	41998	FIFTH THIRD BANK	ZONING CLASS / OFFICE CEILING TILE / ELECTIO	101-262-726.000	7.14
		41998		ZONING CLASS / OFFICE CEILING TILE / ELECTIO	101-265-726.003	908.65
		41998		ZONING CLASS / OFFICE CEILING TILE / ELECTIO	101-702-960.000	550.00
						<u>1,465.79</u>
01/24/2024	GEN	41999	FIFTH THIRD BANK	1319 - CHAINSAW MAINT	208-000-935.000	49.87
01/24/2024	GEN	42000	GARFIELD CHARTER TOWNSHIP	HSA	101-000-237.000	712.27
01/24/2024	GEN	42001	GRAND TRAVERSE SUPPLY, LLC	TOILET TISSUE	101-265-726.003	95.00
01/24/2024	GEN	42002	INTEGRITY BUSINESS SOLUTIONS	BATTERIES	101-101-726.000	427.95
		42002		DATER	101-371-726.000	79.99
						<u>507.94</u>
01/24/2024	GEN	42003	NORTHWEST MICH ASSESSORS	C WOLF EDUCATION	101-257-960.000	45.00
01/24/2024	GEN	42004	PRINCIPAL LIFE INSURANCE COMPANY	EMPLOYEE HEALTH	101-851-711.030	1,691.79
		42004		EMPLOYEE HEALTH	101-851-711.040	337.91
						<u>2,029.70</u>
01/24/2024	GEN	42005	PRINTING SYSTEM	TAX FORMS	101-101-726.000	150.78
		42005		CANDIDATE FORMS	101-262-726.000	928.48
						<u>1,079.26</u>
01/24/2024	GEN	42006	SUPERFLEET	GAS	101-321-862.000	86.27
01/24/2024	GEN	42007	TRAVERSE CITY LIGHT & POWER	00104659-5	101-448-920.005	10.61
01/24/2024	GEN	42008	TRAVERSE CITY RECORD EAGLE	ADVERTISING	101-101-901.000	656.80
		42008		ADVERTISING	101-704-901.000	160.85
		42008		ADVERTISING	101-707-901.000	160.85
						<u>978.50</u>
01/24/2024	GEN	42009	UNITED WAY	UNITED WAY	101-000-238.000	90.00

3.b.

Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/24/2024	GEN	42010	VERIZON	PHONES	101-265-850.000	283.10
01/24/2024	GEN	42011	VOYA INSTITUTIONAL TRUST COMPANY	DEFERRED COMP VF3202	101-000-231.000	1,960.00
02/06/2024	GEN	42012	ANNE WENDLING	CONTRACTED SVCS	101-101-805.000	178.00
		42012		CONTRACTED SVCS	101-704-805.000	68.00
		42012		CONTRACTED SVCS	101-707-805.000	183.75
						<u>429.75</u>
02/06/2024	GEN	42013	CHERRYLAND ELECTRIC COOP.	ELECTRIC	101-000-084.861	296.53
		42013		ELECTRIC	101-265-920.603	908.79
		42013		ELECTRIC	101-448-920.005	761.09
						<u>1,966.41</u>
02/06/2024	GEN	42014	CHERRYLAND ELECTRIC COOP.	ELECTRIC	208-000-805.000	619.70
02/06/2024	GEN	42015	CONSUMERS ENERGY	100018131597	101-448-920.005	30.25
02/06/2024	GEN	42016	CONSUMERS ENERGY	103043977273	208-000-805.000	45.82
02/06/2024	GEN	42017	CONSUMERS ENERGY	103033456148	101-448-920.005	2,466.68
02/06/2024	GEN	42018	CONSUMERS ENERGY	100000311801	101-000-084.861	1,686.08
		42018		100000311801	101-448-920.005	2,085.58
						<u>3,771.66</u>
02/06/2024	GEN	42019	CONTEMPORARY CLEANING	CONTRACTED SVCS	101-265-935.603	1,350.00
02/06/2024	GEN	42020	CONTEMPORARY CLEANING	CONTRACTED SVCS	208-000-805.000	450.00
02/06/2024	GEN	42021	DTE ENERGY	910020833133	101-265-920.601	2,028.73
02/06/2024	GEN	42022	DTE ENERGY	910020833257	101-265-920.601	68.41
02/06/2024	GEN	42023	ESS	EXPRESSVOTE KIOSKS	101-262-726.000	6,687.16
02/06/2024	GEN	42024	FIFTH THIRD BANK	3637-EDUCATION	101-171-960.200	69.29
02/06/2024	GEN	42025	FIFTH THIRD BANK	3406-EDUCATION	101-253-960.000	599.00
02/06/2024	GEN	42026	GARFIELD CHARTER TOWNSHIP	HSA	101-000-237.000	662.27
02/06/2024	GEN	42027	GRAND TRAVERSE COUNTY DPW	5590511	208-000-805.000	17.00
02/06/2024	GEN	42028	GRAND TRAVERSE COUNTY DPW	5105021	101-265-920.602	148.67
02/06/2024	GEN	42029	GRID4 COMMUNICATIONS, INC.	PHONES	101-265-850.000	616.09
02/06/2024	GEN	42030	HOME DEPOT CREDIT SERVICES	ELECTION SHELVING	101-262-726.000	521.28
		42030		ELECTION SHELVING	101-265-726.003	68.93

Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/06/2024	GEN	42031	INTEGRITY BUSINESS SOLUTIONS	ENVELOPES / KEYBOARD	101-253-726.000	168.18
		42031		DYMO STICKERS	101-262-726.000	127.97
		42031		ENVELOPES / KEYBOARD	101-371-726.000	79.99
						<u>376.14</u>
02/06/2024	GEN	42032	KRAFT BUSINESS SYSTEMS	CONTRACT	101-101-726.002	366.20
02/06/2024	GEN	42033	LANDGREEN LAWCARE	SNOW REMOVAL	208-000-805.000	4,996.00
02/06/2024	GEN	42034	LINGO	PHONES	101-265-850.000	71.56
02/06/2024	GEN	42035	MUNICIPAL UNDERWRITERS OF MI	PAR PLAN 2024	101-851-712.001	18,081.00
02/06/2024	GEN	42036	NORTHERN FLOOR & TILE SERVICE, INC.	CHUCK'S OFFICE FLOORING	101-265-935.608	1,620.00
02/06/2024	GEN	42037	RICHARDS & MCDUGALL, P.C.	ACCOUNTING	101-215-701.303	1,500.00
02/06/2024	GEN	42038	TRAVERSE CITY LIGHT & POWER	00104403-7	101-000-084.861	666.74
		42038		00105171-8	101-448-920.005	28.38
						<u>695.12</u>
02/06/2024	GEN	42039	TRAVERSE REPRODUCTION	KIOSK POSTERS	208-000-805.000	381.44
02/06/2024	GEN	42040	UNITED WAY	UNITED WAY	101-000-238.000	90.00
02/06/2024	GEN	42041	VC3 INC.	CLOUD PROTECT	101-228-955.000	380.50
02/06/2024	GEN	42042	VOYA INSTITUTIONAL TRUST COMPANY	DEFERRED COMP VF3202	101-000-231.000	1,960.00
TOTAL - ALL FUNDS						93,785.24

--- GL TOTALS ---

101-000-084.861	DUE FROM #861 STREET LIGHTS	2,649.35
101-000-231.000	DEFERRED COMP	3,920.00
101-000-231.001	AFLAC	436.82
101-000-237.000	HSA (FORMERLY FLEX)	1,374.54
101-000-238.000	UNITED WAY	180.00
101-101-726.000	SUPPLIES	578.73
101-101-726.002	SUPPLIES - COPIER MAINTENANCE	366.20
101-101-805.000	CONTRACTED AND OTHER SERVICES	178.00
101-101-901.000	ADVERTISING	656.80
101-171-860.200	MILEAGE - SUPERVISOR	611.77
101-171-960.200	EDUCATION - SUPERVISOR	69.29
101-215-701.303	WAGES - ACCOUNTANT	1,500.00
101-228-955.000	COMPUTER SUPPORT SYSTEMS	4,626.50
101-253-726.000	SUPPLIES	168.18
101-253-960.000	EDUCATION & TRAINING	599.00
101-257-960.000	EDUCATION & TRAINING	45.00
101-262-726.000	SUPPLIES	9,207.35
101-265-726.003	SUPPLIES-MAINTANCE	1,072.58
101-265-850.000	TELEPHONE	970.75

Check Date	Bank	Check #	Payee	Description	GL #	Amount
101-265-920.601			HEATING / GAS			2,097.14
101-265-920.602			WATER / SEWER			148.67
101-265-920.603			LIGHTS BUILDING			908.79
101-265-935.603			CLEANING SERVICE			1,350.00
101-265-935.608			MAINTENANCE-OTHER			1,620.00
101-321-862.000			GAS & CAR WASHES			86.27
101-371-726.000			SUPPLIES			159.98
101-448-920.005			STREET LIGHTS TOWNSHIP			5,382.59
101-702-960.000			EDUCATION & TRAINING			550.00
101-704-805.000			CONTRACTED AND OTHER SERVICES			68.00
101-704-901.000			ADVERTISING			160.85
101-707-805.000			CONTRACTED AND OTHER SERVICES			183.75
101-707-901.000			ADVERTISING			160.85
101-851-711.030			BENEFITS			26,718.75
101-851-711.040			INSURANCE - EMPLOYEE LIFE			337.91
101-851-712.001			INSURANCE - LIABILITY			18,081.00
208-000-805.000			CONTRACTED AND OTHER SERVICES			6,509.96
208-000-935.000			MAINTENANCE - MISC, EQUIP			49.87
			TOTAL			93,785.24

 Charter Township of Garfield Planning Department Report No. 2024-11			
Prepared:	February 6, 2024	Pages:	4
Meeting:	February 13, 2024 Township Board	Attachments:	<input checked="" type="checkbox"/>
Subject:	Township Strategic Plan – 2023 Year End Report		

BACKGROUND:

The Township Strategic Plan contains nine goals that guide the work done today and in the future by the Township Board, its appointed boards and commissions, and staff. These goals may change over time, but largely define the purpose of the Township’s work for the coming years.

2023 BOARD ACTIONS:

The following actions were made by the Board in 2023 that align with the Strategic Plan:

<p>1. Identity</p> <p><i>Develop a strong identity that conveys the character and values of the community to the region and beyond</i></p> <ul style="list-style-type: none"> • Held a joint meeting with the Planning Commission to discuss land use priorities for a new Master Plan. • Approved donation to the Boom-Boom Club for Independence Day fireworks. • Nominated the Traverse City Curling Center for an Outstanding Development Award. • Conducted and received results from residents at Master Plan pop-up event at Silver Lake Recreation Area.
<p>2. Economic Development</p> <p><i>As part of a regional hub in Northern Michigan, promote Garfield Township as a great place for business development and job opportunities</i></p> <ul style="list-style-type: none"> • Continued contract with Traverse Connect for economic development services. • Adopted a resolution recommending approval for an On-Premises Tasting Room for Trout Possum Brewing LLC. • Adopted a resolution recommending approval for a Resort Class C and Specially Designated Merchant (SDM) License for Traverse Tru B&W LLC. • Adopted a resolution recommending approval of an On-Premises Tasting Room Permit for Nocturnal Bloom Brewing LLC. • Adopted a resolution recommending approval of a Class C License to High Tops. • Adopted a resolution recommending approval of a license classification transfer from Tavern to Class C for Chef Lady Enterprises.
<p>3. Public Safety</p> <p><i>Support collaborations which promote public safety including police, fire, and emergency medical services</i></p> <ul style="list-style-type: none"> • Approved the purchase of 14 Flock system cameras in an agreement with the Grand Traverse County Sheriff’s Office. • Adopted budget resolution for Grand Traverse Metro Emergency Services Authority (Metro Fire). • Received regular reports from Grand Traverse County Sheriff’s Office, Metro Fire, and Mobile Medical Response (MMR).

<p>4. Parks and Trails</p> <p><i>Foster a system of high-quality active and passive parks connected by trails</i></p> <ul style="list-style-type: none"> • Adopted the 2023-2027 Parks and Recreation Master Plan. • Approved funding for a spring tree planting along Buffalo Ridge Trail. • Approved application for a Michigan Natural Resources Trust Fund (MNRTF) development grant for the initial implementation of the Grand Traverse Commons Natural Area Design Plan. • Approved proposal for engineering for Phase III improvements at River East Recreation Area. • Approved updated agreement with the Traverse Area Pickleball Association (TAPA) for the pickleball courts at Boardman Valley Nature Preserve. • Approved contribution to repairs of Racquet Club Drive at Boardman Valley Nature Preserve. • Approved contracts for wetland delineation and boundary survey work for the Grand Traverse Commons Natural Area. • Approved contract to repave the Silver Lake Recreation Area walking path. • Approved purchase of trailer and utility task vehicle (UTV) for park maintenance. • Received regular reports from Parks and Recreation Stewards. • Approved parks capital improvement program. • Approved annual budget for Joint City of Traverse City and Charter Township of Garfield Recreational Authority.
<p>5. Water Quality</p> <p><i>Make water system improvements and support environmental conservation efforts to protect water quality</i></p> <ul style="list-style-type: none"> • Authorized submission of proposed Ordinance No. 78 to the Michigan Department of Environment, Great Lakes, and Energy to create a Township soil erosion and sedimentation control program. • Adopted amendment to Ordinance No. 72, Floodplain Management Ordinance, to meet new FEMA map requirements. • Approved purchase and installation of a mixer for the Birmley Elevated Water Tank. • Adopted resolution for Cass Road Drainage District access request for branch connections. • Adopted resolution for consideration of Drinking Water Revolving Funds Project Plan and designation of an authorized project representative. • Adopted amendment to Ordinance 15, Operation and Maintenance of the Grand Traverse County Water Supply System No. 1. • Adopted amendment to Ordinance 15, Establishing Rates and Charges Pursuant to the Charter Township of Garfield Water Ordinance. • Approved contract for consulting services for milfoil treatment in Silver Lake. • Received regular reports from Township Engineer on stormwater reviews and developments.
<p>6. Housing</p> <p><i>Provide for a balance of housing choices with a variety of housing types</i></p> <ul style="list-style-type: none"> • Established Ordinance No. 77, an ordinance to license transitional housing. • Approved Birmley Hills Site Condominium development for the construction of 35 single-family residential lots. • Adopted resolution to amend Ordinance 18, Payment in Lieu of Taxes. • Adopted resolution for Payment in Lieu of Taxes for the Flats at Carriage Commons for the construction of 210 multi-family affordable/workforce housing units. • Adopted resolution for Payment in Lieu of Taxes for Hammond Road Apartments for the

<ul style="list-style-type: none"> construction of 80 multi-family affordable/workforce housing units. • Approved amendment to the Oleson Planned Unit Development for the construction of six multi-family residential units. • Approved Birmley Meadows Site Condominium development for the construction of 26 single-family residential lots. • Rezoned 5 acres for multi-family residential.
<p>7. Transportation & Infrastructure</p>
<p><i>Invest in transportation and infrastructure which support high-quality development</i></p>
<ul style="list-style-type: none"> • Received a presentation from the Grand Traverse County Road Commission. • Approved utilizing APRA funds to fund two new MDOT mast arm traffic signals at two intersections: US 31 at Marketplace Circle and US 31 at Meijer Drive. • Adopted a resolution to establish an Inter-municipality Committee for Purposes of Transportation Planning in the Traverse City Garfield Urban Area. • Approved contract with the Grand Traverse County Road Commission to provide engineering services for Ridge View Court. • Approved intent to create Special Assessment District for resurfacing of Ridge View Court. • Authorized Supervisor to execute the Intergovernmental Agreement for Participants of the Metropolitan Planning Organization. • Approved issuing a LaFranier Road Mid-Block Crossing Notification to Grand Traverse County Road Commission. • Approved payment of 31.5% on the Blue Star Special Assessment District. • Approved creating of the Jefferson Special Assessment District and Order of Preparation of Special Assessment Roll. • Approved re-installation of streetlights at the intersection of South Airport and Veteran’s Drive. • Received regular reports from Township Engineer on infrastructure improvements.
<p>8. Partnerships</p>
<p><i>Participate in local and regional partnerships to advance community interests</i></p>
<ul style="list-style-type: none"> • Received a clean unmodified opinion on the Fiscal Year 2022 Audit which was the highest rating. • Approved livestream of Township meetings on YouTube via Traverse Area Community Media. • Made appointments to various committees. • Supported efforts of the Grand Traverse Metro Emergency Services Authority. • Supported efforts of the Grand Traverse Commons Planning Commission. • Supported efforts of the Joint City of Traverse City and Charter Township of Garfield Recreational Authority. • Received regular reports from the County Commission. • Amended Grand Traverse Commons Development Regulations.
<p>9. Fiscal Responsibility</p>
<p><i>Deliver effective public services to the community and operate with fiscal efficiency</i></p>
<ul style="list-style-type: none"> • Approved projects to be funded by American Rescue Plan Act (ARPA) funds received by the Township. • Adopted amendment to the Special Assessment Rate and Term Policy. • Adopted Poverty/Hardship Exemption Policy. • Lowered Township operating millage rate from 2.00 to 1.75. • Adopted balanced budget for 2024.

ACTION REQUESTED:

This report is being provided for information only. No action is requested.

Attachments:

1. Current Township Strategic Plan



STRATEGIC PLAN



Adopted August 27, 2019
Amended July 14, 2020

CHARTER TOWNSHIP OF GARFIELD

INTRODUCTION

The Charter Township of Garfield in Grand Traverse County is located in Michigan's northwest Lower Peninsula. This area of Michigan is known as a welcoming four-season tourism destination, drawing visitors to enjoy beaches, vineyards, golfing, natural resources, and culinary pleasures. With a population of nearly 18,000, Garfield is the most populous community in the 21-county Northern Michigan region.

Garfield is a regional commercial hub for many retail and industrial businesses, yet retains much of its agricultural heritage through active farms and orchards. Silver Lake, Boardman Lake, and the Boardman River are the most prominent natural features within Garfield.

Garfield measures 27 square miles in area and provides access with proximity to major regional destinations including Traverse City, national and state parkland, the Lake Michigan shoreline, and interior lakes. The main highway of US-31/M-37 is a major thoroughfare that traverses Garfield and connects the area to places downstate including Grand Rapids, Muskegon and Kalamazoo.

BOARDS AND COMMISSIONS

Board of Trustees

The Board of Trustees serves as the elected legislative body for the Township and consists of seven total members, the Supervisor, Treasurer, Clerk, and four Trustees, as follows:

Chuck Korn.....	Supervisor
Chloe Macomber.....	Treasurer
Lanie McManus.....	Clerk
Molly Agostinelli.....	Trustee
Chris Barsheff.....	Trustee
Steve Duell.....	Trustee
Denise Schmuckal.....	Trustee

BOARDS AND COMMISSIONS

Appointed Boards and Commissions

The Board of Trustees is advised by several appointed boards and commissions to help provide guidance on specific policy areas, including the following:

Planning Commission

Joe McManus, Chair

Chris DeGood, Vice Chair

Joe Robertson, Secretary

Molly Agostinelli, Township Board Representative

Pat Cline

Chris DeGood

Robert Fudge

John Racine

Zoning Board of Appeals

Rick Smith, Chair

Kent Rozycki, Vice Chair

Lynn Fricke

Robert Fudge, Planning Commission Representative

Scott Swan

Steve Duell, Alternate I

Fern Spence, Alternate II

Parks and Recreation Commission

Chris DeGood, Chair/Planning Commission Representative

Fern Spence, Vice Chair

Chris Remy, Secretary

Denise Schmuckal, Township Board Representative

Art Bukowski

Andrew Hoort

Bill Scott

STRATEGIC PLAN

From June to August 2019, the Township Board underwent a strategic planning process. The Board identified several strengths, weaknesses, opportunities, and threats facing the Township. These were used to form the vision statement, mission statement, and goals to guide the work of the Township Board, its appointed boards and commissions, and staff.

The vision and mission statements provide a direction for the Township going forward. The vision defines the end goal for the community, and the mission defines the Township's role in making the vision come to fruition.

The Charter Township of Garfield Strategic Plan was first adopted by the Board of Trustees on August 27, 2019. The Plan was amended by the Board on July 14, 2020.

VISION & MISSION STATEMENTS

Vision Statement

The Charter Township of Garfield is...

- a vibrant, thriving, safe community served by a fiscally stable, efficient government
- a place where the Boardman River and Silver Lake are testimonies to the local value of clean water
- a livable and memorable community interspersed by beautiful parks and connecting trails
- a regional economic center where interconnected transportation and infrastructure systems allow for smooth traveling and flow of commerce
- a leader in meeting regional challenges

Mission Statement

As neighbors, we work together to create a community where our residents and businesses thrive, our natural resources are protected and enjoyed, our visitors are welcomed and appreciated, and our high quality of life is promoted

GOALS

These goals guide the work done today and in the future by the Township Board, its appointed boards and commissions, and staff. These goals may change over time, but largely define the purpose of the Township's work for the coming years.

1. Identity

Develop a strong identity that conveys the character and values of the community to the region and beyond

2. Economic Development

As part of a regional hub in Northern Michigan, promote Garfield Township as a great place for business development and job opportunities

3. Public Safety

Support collaborations which promote public safety including police, fire, and emergency medical services

4. Parks and Trails

Foster a system of high-quality active and passive parks connected by trails

5. Water Quality

Make water system improvements and support environmental conservation efforts to protect water quality

6. Housing

Provide for a balance of housing choices with a variety of housing types

7. Transportation & Infrastructure

Invest in transportation and infrastructure which support high-quality development

8. Partnerships

Participate in local and regional partnerships to advance community interests

9. Fiscal Responsibility

Deliver effective public services to the community and operate with fiscal efficiency

 Charter Township of Garfield Planning Department Report No. 2024-8			
Prepared:	January 17, 2024	Pages:	9
Meeting:	January 24, 2024 Planning Commission	Attachments:	<input type="checkbox"/>
Subject:	2023 Charter Township of Garfield Planning Commission Annual Report		

INTRODUCTION:

The 2023 Charter Township of Garfield Planning Commission Annual Report was prepared pursuant to the requirements of Section 19(2) of the Michigan Planning Enabling Act (“MPEA”), which states:

A planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development.

This report is intended to serve as the Planning Commission’s report to the Township Board in accordance with the MPEA as quoted above. It will also outline the Planning Department’s activities during 2023.

BOARDS AND COMMISSIONS:

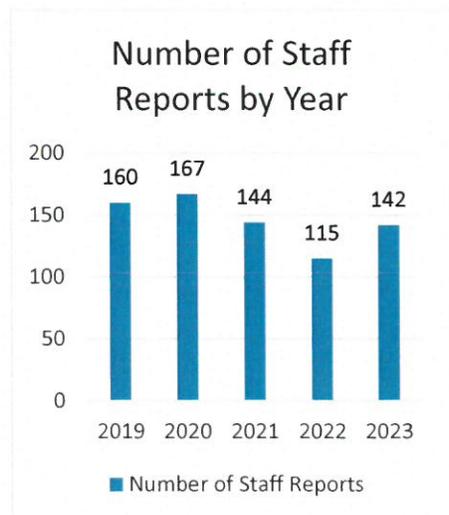
The Planning Director and Deputy Planning Director serve on various committees and provide support services to several boards and commissions, including but not limited to:

- Garfield Township Board of Trustees (Staff)
- Garfield Township Planning Commission (Staff)
- Garfield Township Parks and Recreation Commission (Staff)
- Garfield Township Zoning Board of Appeals (Liaison)
- Joint Traverse City and Garfield Township Planning Commission (Staff)
- Joint Traverse City and Garfield Township Recreation Authority (as needed)
- Traverse Transportation Coordinating Initiative (TTCI) (Technical Committee Member)
- Grand Traverse County Road Commission (Garfield Township Alternate Representative)

ADMINISTRATION:

The Planning Department was responsible for generating 142 total staff reports in 2023 for the various boards and commissions listed above. Day-to-day tasks of the Planning Department also include:

- Answering questions and discussing planning-related issues with the Township residents, developers, partner organizations, and community stakeholders
- Reviewing new and ongoing development applications
- Monitoring development approvals through completion of the approval process
- Administering grants and parks and recreation projects
- Developing plans and related studies
- Preparing zoning analyses and drafting new text for the Zoning Ordinance
- Conducting site visits



PLANNING COMMISSION:

The Planning Commission meets the second and fourth Wednesdays of each month and is responsible for reviewing development applications, preparing plans, and making recommendations to the Township Board on development applications and zoning amendments. This meeting schedule allows the Planning Commission to hear, review, and decide on projects during the first meeting and to advance the interests of the community by holding a study session during the second meeting of the month. This schedule will continue throughout 2024.

The Planning Commission used many of its study sessions in 2023 to facilitate the process of updating the Master Plan and review draft sections of the updated Master Plan throughout 2023. These study sessions are summarized in the Master Plan overview section below.

STRATEGIC PLAN:

In February 2023, Planning Department staff provided a year-end report to the Township Board regarding its activity that supported the Strategic Plan in 2022. No changes were made to any Strategic Plan goals in 2023.

MASTER PLAN:

The current Township Master Plan was originally adopted in September 2018. The most recent change to the Master Plan occurred in June 2020 when the Barlow Garfield Neighborhood Plan was incorporated into the Master Plan and adopted by the Township Board. The Master Plan continues to provide policy guidance for the Planning Department and Planning Commission.

The Township is in the process of updating the Master Plan. In 2023, Staff and the Planning Commission reviewed portions of the draft Master Plan at most of the study sessions, conducted a joint meeting with the Township Board, and performed several other tasks to help advance the Master Plan update process. The timeline of tasks included the following:

January 25	PC Study Session	<ul style="list-style-type: none"> • Overview of Master Plan update timeline • Review of draft Existing Conditions Report, Community Engagement Report, and Outline of Master Plan
February 28	PC and TB Joint Meeting	<ul style="list-style-type: none"> • Review of Land Use Priorities for New Master Plan (previously discussed at 2022 PC/TB Joint Meeting)
March 22	PC Study Session	<ul style="list-style-type: none"> • Draft Housing Analysis and Recommendations • Summary of Meetings with Neighboring Communities • Draft Vision and Core Concepts
April 26	PC Study Session	<ul style="list-style-type: none"> • Draft Natural Resources; Parks and Trails
May 24	PC Study Session	<ul style="list-style-type: none"> • Draft Transportation and Infrastructure • Community Engagement and Outreach Discussion
June 28	PC Study Session	<ul style="list-style-type: none"> • Draft Housing; Economic Development; Public Safety • Community Engagement Update / Proposed First Pop-Up
July 26	PC Study Session	<ul style="list-style-type: none"> • Draft Nodes, Districts, and Corridors • Pop-Up Event Recap
August 23	PC Study Session	<ul style="list-style-type: none"> • Draft Future Land Use; Master Street Plan
September 27	PC Study Session	<ul style="list-style-type: none"> • Draft Future Land Use; Master Street Plan
November 8	PC Meeting	<ul style="list-style-type: none"> • Introduction / Distribution of Complete Draft Master Plan
December 13	PC Meeting	<ul style="list-style-type: none"> • Begin Review of Complete Draft Master Plan • Overview of Master Plan Implementation Timeline

The Master Plan update process is anticipated to be completed in spring 2024. The Planning Commission will review the draft Master Plan in January and February 2024 and invite additional public input on the Plan. The Planning Commission and Township Board will hold a joint meeting to review a final draft of the Plan to release for the official review period required per the MPEA. Once this official review period is complete, the Township Board is anticipated to adopt the Master Plan.

ANNUAL WORK PLAN:

At the beginning of each year, the Planning Commission updates its annual work priorities. The Planning Commission reviewed their annual work plan at their January 25 study session, including the Master Plan implementation matrix, and identified several priority projects for 2023. The top priority project for 2023 was the Master Plan update process. Other projects identified included minor amendments to the Zoning Ordinance and Planning Commissioner training.

An opportunity for in-person Planning Commissioner training was available in fall 2023, as the Michigan Association of Planning hosted the Planning Michigan 2023 conference at the Grand Traverse Resort on October 4-6, 2023. Planning Staff led a mobile workshop for conference attendees which highlighted the redevelopment efforts at Cherryland Center. Staff were joined by a Planning Commission representative.

Garfield Township started in the Redevelopment Ready Communities (RRC) program in 2020. RRC is a technical assistance and statewide certification program offered by the Michigan Economic Development Corporation (MEDC) to evaluate and certify communities which integrate transparency, predictability, and efficiency into their daily development practices through a set of best practices. Although RRC tasks were not the highest priority for 2023, the RRC staff acknowledged two additional aligned best practices including project tracking through the BS&A Planning, Zoning, and Engineering (PZE) module, and joint meetings between the Planning Commission and Township Board being held annually.

CONCEPTUAL REVIEWS:

Conceptual reviews allow for applicants to appear before the Planning Commission with little more than a concept for development. This process is intended to provide an applicant with valuable feedback from the Planning Commission on a potential project before a full application is submitted. Several applicants have used this process to take advantage of discussing a potential project and gathering feedback without having to first enlist surveying, planning, and/or engineering services to complete an application. The following projects were conceptually reviewed by the Planning Commission in 2023:

- **Oleson Foundation Development (January 11 meeting)** – potential development scenarios and zoning for a 190-acre site generally bound by Rennie School Road (south), North US 31 South (east), Meadow Lane Drive (north), and farmland (west)
- **South 22 Multi-Family Housing SUP (March 8 meeting)** – alternative layout that follows the same form as the current and neighboring Ridge45 development
- **1202 N US 31 South (June 14 meeting)** – potential rezoning of the subject property from C-O Office Commercial to R-2 Two-Family Residential
- **Culver Meadows Senior Living (November 8 meeting)** – 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

ADMINISTRATIVE REVIEWS:

In some specific cases, the Planning Director can administratively approve projects provided they meet all requirements of the Zoning Ordinance. This procedure significantly improves efficiency in the review of minor requests. The Planning Department requires that any Administrative Amendment be justified via written findings. The following applications were administratively reviewed and approved in 2023:

- **SUP 2020-02-A – Prince of Peace Lutheran Church Administrative Amendment**
The subject site is located on the east side of LaFranier Road, north of Hammond Road, between the Village at LaFranier Woods PUD to the north and the BATA/TCHC PUD to the south. The subject amendment is to reduce the size of the building, parking lot, retention pond, snow storage area, and parking lot landscaping islands; and to remove the child care center use.
- **SUP-2000-08-L – Eagles View Residential Condominium Minor Amendment**
The subject property (Units 10, 11, and 12) is within the Eagles View Residential Condominium in the Copper Ridge PUD located northwest of Silver Lake Road near Barnes Road. This request is to amend the Eagles View Residential Condominiums portion of the PUD to eliminate Unit 10 and consolidate it into Units 11 and 12.
- **SUP-2000-08-M – Copper Ridge PUD Building 7 Administrative Amendment**
The subject location is the dumpster enclosure near the northeast corner of Building 7 within the Copper Ridge PUD located northwest of Silver Lake Road near Barnes Road. This request is to alter the dumpster enclosure so that it is contained wholly within the PUD and provide landscape screening along the north side of the enclosure.
- **SUP-2023-04 – Creekside Community Church Administrative Amendment**
The 21.63-acre subject parcel is located at 3686 West South Airport Road, along the north side of the road west of US 31. The amendment request is for a covered walkway and porte-cochere to add to the front of the building, and for a building addition with restroom and meeting room.
- **PUD-2003-02C – Morgan Farms Administrative Amendment**
Morgan Farms is a 132-acre PUD located primarily within the City of Traverse City boundaries on the north side of East Traverse Highway (M-72), with a small portion of the PUD lying within Garfield Township. The request is to amend the Neighborhood Center portion of the PUD in the Township by increasing the total number of parking spaces from 54 to 64, replacing an 8-space garage with 9 parking spaces, and replacing a bus drop off with 9 parking spaces.
- **SUP-2023-07 – Grand Traverse Transmission Station Administrative Amendment**
The subject parcel, including the existing substation, is located at 500 North Keystone Road, one half mile north of Hoch Road, about 400 feet east of the road and hidden from the public view by trees and shrubs. The amendment request is by Wolverine Power to allow for the installation of a new 520-square-foot meter house, security fence, fenced/gated marshalling area, and driveway.
- **PUD 2020-01-D – Oakleaf Village of Garfield Township Administrative Amendment**
The Oakleaf Village of Garfield Township (PUD) is located at 5143 North Long Lake Road, west of Zimmerman Road. The subject amendment provides a revised landscaping plan with alternate plantings for the site including property line buffers and internal site landscaping.

DEVELOPMENT REVIEWS:

The Planning Commission reviewed several projects in 2023 including Site Plan Reviews, Planned Unit Developments, Special Use Permits, and amendments. These reviews are summarized by the following, with a note as to whether the application was approved (which includes those approved with conditions), denied, or if the application expired or was withdrawn by the applicant.

- **SPR 2022-16 – Birmley Hills Site Condominium (Approved)**
A site condominium subdivision was approved by the Township Board for a property at the end of Farmington Drive and Birmley Estates Drive, which both provide access from Birmley Road. The site condominium development consists of 35 single-family residential lots between 15,000 and 38,000 square feet in area.
- **SUP 2022-03 – Traverse City Christian School Early Learning Center (Expired)**
Applicants requested a special use permit for a proposed child care center as an additional use at the existing Church of the Living God site at 1514 Birmley Road. The application expired after the applicants emailed Staff and indicated that they would not continue with the application.
- **SUP 2001-03-A – Loving Neighbors Preschool (Approved)**
A Special Use Permit was approved for a proposed child care center as an additional use at the existing Northern Lakes Community Church, located at 5444 Herkner Road.
- **SPR-2022-22 – 1712 South Garfield Outlot (Approved)**
A site plan was approved for a multi-tenant building including spaces for retail, restaurant, and a restaurant with drive-through. The proposed 1.09-acre lot will be created as a new outlot on land owned by the Traverse City Curling Club at 1712 South Garfield Avenue, north of Wendy’s.
- **SPR 2000-09-M – Chelsea Park West PUD Minor Amendment (Approved)**
The Chelsea Park PUD was approved in 2000 with 326 total residential units, including Chelsea Park West, a 172-unit apartment complex. Subsequent amendments added 20 apartment units for a total of 192 apartments as well as other changes to the site. A minor amendment was approved in February 2023 for a series of proposed changes including added carports, relocated paths and bike racks, added landscaping, and the installation of electric car charging stations, an emergency gate, a raised garden bed, and two central mailbox locations.
- **SUP-2023-01 – Pine Grove Homes (Approved)**
A Special Use Permit was approved for 4030 Meadow Lane Drive, an existing vacant site, to be used for mobile home sales (“Sale of Prefabricated Structures” as defined in Zoning Ordinance).
- **SUP-2020-03-A – Ligon Bed and Breakfast Major Amendment (Approved)**
This Special Use Permit was originally approved in 2021 for a bed and breakfast establishment limited to no more than four guests at any one time. A major amendment was approved in May 2023 for which the applicants had requested to allow for up to eight guests at any one time.
- **SUP-1997-06-F – Oleson PUD Major Amendment (Approved)**
A major amendment to the PUD was approved encompassing the applicant’s proposal to convert 6,960 square feet of second-floor office space into six apartments. This amendment incorporated a new use into the PUD, originally approved in 1997, that also includes a grocery store, offices, a restaurant, service establishments, and a car wash.

- **SPR 2023-04 – Birmley Meadows Site Condominium (Approved)**
A site condominium subdivision was approved by the Township Board encompassing a proposed 26-lot single-family residential development. The lots range in area between 15,000 and 40,000 square feet. The site is immediately north of the existing Birmley Hills Estates subdivision and directly accessed from Birmley Estates Drive and Farmington Drive, which both provide access from Birmley Road.
- **SUP-2023-05 – Ridge 45 Phase I-III and Phase IV (South 22) SUP Amendments (Approved)**
The Ridge 45 Special Use Permit was previously approved and amended in 2015, 2017, and 2018 for a 400-unit multi-family housing complex. The South 22 Special Use Permit was previously approved and amended in 2021 and 2022 for a 204-unit multi-family housing complex and it was approved separately from the neighboring Ridge 45 project. A Special Use Permit was approved in July 2023 to reduce the total number of units in South 22 to 196 and change the building types, rename South 22 as Ridge 45 Phase IV, and merge both applications into one Special Use Permit for a combined 596-unit multi-family housing complex.
- **SPR 2023-05 – Nicolet Bank Landscaping (Approved)**
An updated landscaping plan was approved for the Nicolet Bank at 3530 North Country Drive, on the west side of US 31 near the intersection with Hartman Road. The updated landscaping for the site is needed to address a violation for the removal of landscape buffer required by the Township as a condition of the original site plan approval.
- **SUP-2023-02 – Professional Photography Studio at 716 Boon St (Approved)**
A Special Use Permit was approved for a new photography studio (Professional Studio) within an existing multi-tenant building at 716 Boon Street.
- **SUP-2023-03 – The Village at Garfield (Approved)**
A Special Use Permit was approved for a proposed 80-unit multi-family housing development on a 14.69-acre site on the west side of North Garfield Road, north of Hammond Road.
- **SPR 2023-08 – Bish's RV (Site Plan Approved, Additional Access Driveway Denied)**
This application included site plan review of a proposed parking lot and site improvements at the existing RV dealership at 705 N US 31 South at the southwest corner of Meadow Lane Drive and US 31, and a request for an additional access driveway to Meadow Lane Drive. The site plan was approved, but the additional access driveway was denied based on the application not meeting the Qualifying Standards for Additional Access Section 512.3.a. of the Zoning Ordinance.
- **SUP-2023-06 – Portable Storage Solutions (Approved)**
A Special Use Permit was approved for a Retail, Industrial Primary use for the renting and selling of “shipping containers, semi-trailers and mobile office trailers” at 2550 Cass Road.
- **SPR-2022-22-A – 1712 South Garfield Outlot Cherryland Center Sign Review (Denied)**
The applicants requested a freestanding sign to be shared by several businesses along S. Garfield Avenue at Cherryland Center. The application was referred to the Planning Commission by the Zoning Administrator. The Planning Commission denied the application since freestanding signs for individual businesses in the Cherryland Center shopping center development are not permitted in accordance with the Zoning Ordinance.

- **SPR 2022-05 – 3566 North US 31 (Withdrawn)**
A site plan was previously approved in 2022 for a multi-tenant commercial building including a restaurant with drive-through, retail, and restaurant at 3566 North US 31, near the intersection of US 31 and Franke Road. The application was withdrawn in August 2023 after the applicants had provided correspondence indicating they were rescinding their application.
- **SUP 2021-03 – Marengo 31 Multi-Family Housing Extension Request (Approved)**
The Special Use Permit for Marengo 31, a commercial district housing development consisting of 60 apartment units behind Baymont Inn at 2326 N US 31 South, was originally approved in 2021 but has yet to start construction. A request for extension of the Special Use Permit was approved in accordance with the standards of Section 425.L(3)(d) of the Zoning Ordinance.
- **SUP-2023-08 – 3066 N Garfield Commercial District Housing (Tabled)**
This application requests a Special Use Permit for a commercial district housing development of 18 apartment units at 3066 N Garfield Road. During introduction of the application, it was found that although the proposed apartment building generally suits the proposed location, the site plan does not meet all the commercial district housing development requirements of Section 725 of the Zoning Ordinance.
- **PUD-2020-02-B – BATA/TCHC PUD Minor Amendment (Approved)**
This PUD application was approved in March 2022 for a transit-oriented, mixed-use development including apartments; single-family residential; BATA administration building, bus maintenance facility, and bus storage garage; transfer station; café; and childcare center. The project is on 53.2 acres of an existing 77.1-acre site at the northeast corner of LaFranier and Hammond Roads. An application for minor amendment was approved in December 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 and new unit mixes. Other uses and site elements of the prior approval remain unchanged.
- **SPR-2023-12 – Traverse Symphony Orchestra (Approved)**
A site plan was approved to construct a music school, including a large rehearsal room, in part of the existing Traverse City Curling Center building (formerly Kmart) at Cherryland Center.

ZONING ORDINANCE MAP AMENDMENTS (REZONING):

Three applications for zoning ordinance map amendments (rezoning) were considered in 2023:

- **Amendment 35 – Z-2023-01 – Hickory Forest and Hickory Meadows Rezoning (Approved)**
This application requested the rezoning of four parcels in the northwest portion of the Township, including a request to rezone one 71.33-acre parcel constituting the “Hickory Forest” parkland from the Agricultural (A) to the Park and Recreation (P-R) zoning district, and a request to rezone three parcels constituting the “Hickory Meadows” park from the One-Family Residential (R-1) to the Park and Recreation (P-R) zoning district.
- **Amendment 36 – Z-2023-02 – Durga R-3 Rezoning (Approved)**
This application requested the rezoning of one parcel of approximately 5 acres at 2624 Hartman Road from the Rural Residential (R-R) to the Multi-Family Residential (R-3) zoning district.
- **Z-2023-03 – Lederer R-1 Rezoning (Under Review)**
This application requests the rezoning of one parcel of roughly 3.8 acres at 4220 Eastward Drive from the Agricultural (A) to the One-Family Residential (R-1) zoning district.

ZONING ORDINANCE CONDITIONAL REZONING AMENDMENTS:

One conditional rezoning amendment application was received in 2023:

- **Z-2023-03 – Culver Meadows Conditional Rezoning (Under Review)**

This application encompasses two parcels on N. West Silver Lake Road of about 5.14 total acres and requests the conditional rezoning of these parcels from the R-1 – One-Family Residential to the A – Agricultural zoning district for use as an adult foster care, large group home, and child care center. This request includes utilizing an existing large group home and building a new large group home and new child care center.

ZONING ORDINANCE TEXT AMENDMENTS:

The following proposed zoning ordinance text amendments were considered in 2023:

- **Amendment 37 – R-2 and R-3 Zoning Districts Amendment (Adopted)**

The Planning Commission reviewed proposed changes to the One and Two Family Residential (R-2) and Multiple Family Residential (R-3) zoning districts. These two districts support greater housing densities such as duplexes or apartments and are applied in areas planned and designated for those higher densities. However, the dimensional requirements in the two districts often limit the ability for duplexes and apartments to be constructed. The amendment covered the following sections of the Zoning Ordinance to encourage greater ability for duplexes and apartments to be constructed:

Section 314.E – R-2 (One and Two Family Residential)

- Remove per dwelling unit requirement for dimensional standards
- Match minimum lot area requirements for a 2-Family dwelling with a 1-Family dwelling
- Reduce minimum lot width for 1-Family w/Public Sewer to 65 feet
- Set minimum lot width for 2-Family w/Public Sewer to 70 feet
- Set minimum lot width for 2-Family w/o Public Sewer to 100 feet
- Reduce front yard setbacks for 1-Family w/Public Sewer to 25 feet
- Graphic will be updated as needed

Section 315.E – R-3 (Multiple Family Residential)

- Remove per dwelling unit requirement for dimensional standards
- Set minimum lot area for two-family to 10,000 sq. ft.
- Insert per dwelling unit requirement for minimum lot area for multi-family
- Remove current minimum lot width requirement and replace with the following:
 - 1- Family w/ Public Sewer 65 feet
 - 1- Family w/o Public Sewer 100 feet
 - 2-Family w/ Public Sewer 70 feet
 - 2-Family w/o Public Sewer 100 feet
 - Multi-Family 100 feet
- Reduce side yard setback for two-family to 10 feet
- Graphic will be updated as needed

- **Section 725 Commercial District Housing Development – Potential Update (Under Review)**

The Planning Commission has discussed a potential text amendment to Section 725 (Commercial District Housing Development) of the Zoning Ordinance, specifically to alter the requirements for parking and open space to allow for greater design flexibility. This discussion was spurred by an application for commercial district housing development which was tabled since it did not meet the existing standards of this section, but which otherwise appeared to suit the proposed location.

PLANNING COMMISSION DISCUSSIONS:

The Planning Commission discussed several other topics in 2023, including the following items:

- **US 31 Kids Creek Riparian Buffer**
Section 535 (Supplemental Shoreline Regulations) of the Zoning Ordinance helps to protect water resources in the Township including Kids Creek. This section includes a standard for a 35-foot natural vegetative buffer along the water mark of a lake-stream shoreline or normal stream bank. Staff were made aware of two sites along US 31 where this natural buffer had been removed via clearcutting and discussed these incidents with the Planning Commission. Staff worked with the Watershed Center and Grand Traverse Conservation District in reaching out to property owners in this area to provide buffer guidelines and to inform property owners that the clearcutting of the natural vegetative buffer is not permitted.
- **Long Lake Township Master Plan Review**
Long Lake Township requested the Planning Commission's comment on a proposed update to its Master Plan, originally adopted in 2006. Staff had identified that the Gray Road and Cedar Run Road is identified as moderate density residential in Long Lake Township and Garfield's border in that area is Agricultural/Rural. The Planning Commissioners asked to be notified about any commercial expansion along the Gray Road/M-72 area.

JOINT TRAVERSE CITY AND GARFIELD TOWNSHIP PLANNING COMMISSION:

The six-member Joint Planning Commission is comprised of two Traverse City Planning Commissioners and one Traverse City resident appointed by the Traverse City Commission, and two Garfield Township Planning Commissioners and one Garfield Township resident appointed by the Garfield Township Board.

The Commission meets at least four times per year roughly once every three months, typically at 5:15 PM on the third Wednesday of the month. The Commission met five times in 2023 on February 1, April 19, July 19, August 16, and October 18. Items covered at meetings in 2023 have included the following:

- Report on a land use permit issued for the renovation of Cottage 84 (a.k.a. Caretaker's Cottage)
- Update on the Commons Natural Area Design Plan which was included in the Garfield Township Parks and Recreation Master Plan adopted in January 2023
- Conversion of existing accessory structure at Kitchen Choreography into two dwelling units
- New fence at the Community Garden at Historic Barns Park
- Text amendment to Grand Traverse Commons Development Regulations to enable construction of the historic central receiving building formerly in the front center of Building 50
- Infrastructure Evaluation and Capital Improvement Plan

RECOMMENDATION / ACTION REQUESTED:

Following review, if Commissioners are prepared to accept the 2023 Annual Report in accordance with the Michigan Planning Enabling Act, the following motion is suggested:

THAT the 2023 Planning Commission Annual Report, as provided in Planning Department Report 2024-8, BE APPROVED and FORWARDED to the Township Board.

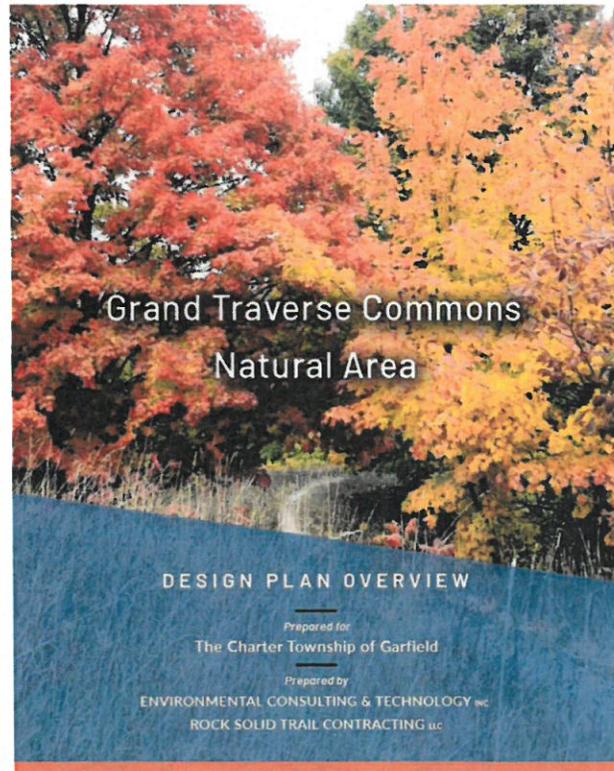
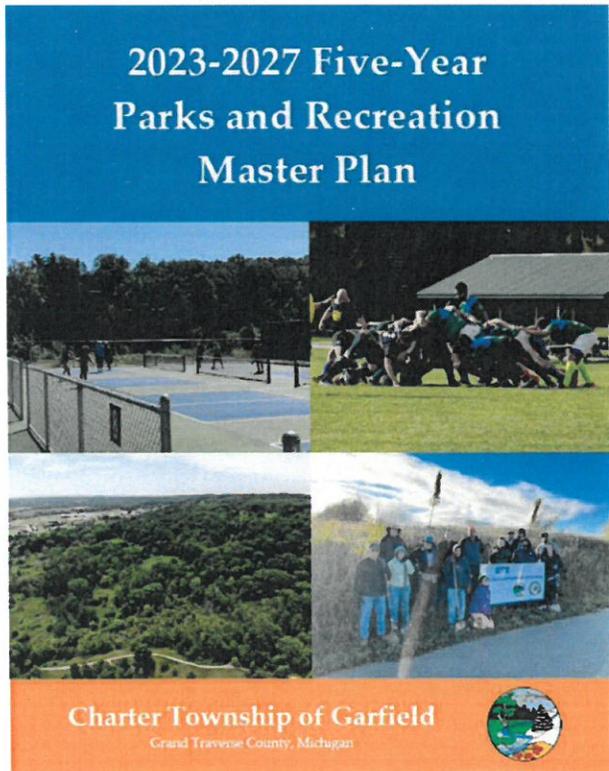
 Charter Township of Garfield Planning Department Report No. 2024-10			
Prepared:	January 29, 2024	Pages:	5
Meeting:	February 5, 2024 Parks and Recreation Commission	Attachments:	<input type="checkbox"/>
Subject:	2023 Parks and Recreation Commission Annual Report		

PURPOSE OF THIS REPORT:

The Garfield Township Parks and Recreation Commission is required to submit an annual written report to the Township Board concerning its operations and the status of parks and recreation activities.

PARKS PLANNING ACTIVITIES:

2023-2027 Five-Year Parks and Recreation Master Plan – The Township Board adopted the new Parks and Recreation Master Plan on January 10, 2023 and this Plan was approved by the Michigan Department of Natural Resources (MDNR) in February 2023. The Plan allows the Township to maintain its eligibility for MDNR grant programs including the Michigan Natural Resources Trust Fund (MNRTF). The Parks and Recreation Commission and Staff worked on an update to this Plan beginning in Fall 2022. The Plan also includes the Grand Traverse Commons Natural Area Design Plan, which was formulated throughout 2022. Public feedback for the updated Parks and Recreation Master Plan was primarily gathered from the Design Plan process and the 2021 Park User Survey.



The 2023-2027 Five-Year Parks and Recreation Master Plan, which includes the Grand Traverse Commons Natural Area Design Plan, was adopted in 2023

PARKLANDS OVERVIEW:**GRAND TRAVERSE COMMONS NATURAL AREA:**

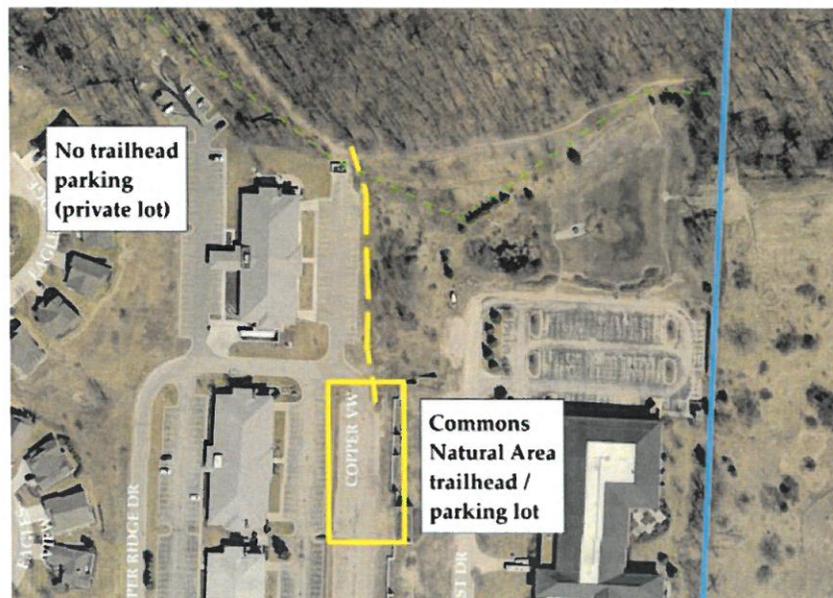
MNRTF Grant Application – In March 2023, the Township submitted an MNRTF grant application to the MDNR for \$300,000 for a trail improvement project at the Grand Traverse Commons Natural Area. The application is for a 1.25-mile universally accessible (UA) trail loop as identified in the Commons Natural Area Design Plan. The Township was notified in December 2023 that this application was recommended for funding by the MNRTF Board of Trustees. A formal grant offer will be made after the grant funds are appropriated by the State Legislature. The project is anticipated to begin in 2024.

Wetland Delineation – The trail loop proposed in the MNRTF grant application has some sections which cross wetlands and streams. In anticipation of future trail work, the Township Board approved a bid from Environmental Consulting & Technology, Inc. (ECT) to conduct a wetland delineation of this part of the site. The wetland delineation is helpful in anticipating any impacts of wetland and stream crossings and for future permitting needs through the State. ECT completed the wetland delineation and provided a full report to the Township in 2023.

Boundary Survey – Also in anticipation of this future trail work, the Township Board approved a bid from Gourdie-Fraser to conduct a boundary survey of the site to identify where work can be performed and to ensure that the neighboring property owners' sites are respected. Gourdie-Fraser completed the boundary survey in early 2024.

Mountain Biking – During the process of developing the Commons Natural Area Design Plan, current and potential conflicts were identified between hiking and mountain biking trails. In January 2023, the Parks and Recreation Commission agreed to create a subcommittee focused on issues related to mountain biking at the Commons Natural Area. The subcommittee met several times throughout 2023. Some topics that the subcommittee covered included the following:

- *Copper Ridge Trailhead* – The Copper Ridge trailhead entrance was moved to a new temporary location to mitigate conflicts with traffic for the newest Copper Ridge building. Staff and Copper Ridge representatives are also discussing potential locations and designs for a permanent trailhead as envisioned in the Commons Natural Area Design Plan.



New location of temporary Copper Ridge trailhead

- *501(c)(3) and Donations* – The Township and the Northern Michigan Mountain Bike Association (NMMBA) signed a Memorandum of Understanding regarding fundraising for mountain biking at the Commons Natural Area. This agreement allows for continuation of a forum for discussing issues with the subcommittee while enabling a mechanism for fundraising.
- *Signage* – The subcommittee reviewed desired locations for signage in the mountain biking area. Staff ordered the signs in fall 2023 and they are scheduled to be installed in spring 2024.

RIVER EAST RECREATION AREA:

Dog Park – Development of amenities at River East Recreation Area continued in 2023. The new dog park was constructed and is scheduled to open in spring 2024 once the grass has been established. The next phase of improvements at River East is anticipated to include bathrooms and a paved trail loop.

Development of this park has been identified as a major near-term priority. Further discussion and public engagement will determine the direction and scope of any future improvements at this park.



The dog park at River East Recreation Area was constructed in 2023

Bridge Repair – Staff made necessary repairs to an existing footbridge on the nature trails (seen picture to the right), as a part of regular maintenance of the park.

Future projects at River East Recreation Area will include some improvements and repairs to the nature trails. Potential projects include completing a loop along the northern part of the park and repairing trails along the bank of the Boardman-Ottaway River to address the issue of erosion.



SILVER LAKE RECREATION AREA (SLRA):

Pavilion and Multi-Purpose Athletic Field Reservations –

The SLRA pavilions continue to be a popular amenity for reservations. The yearly amount collected in reservation fees is shown in the chart to the right. Garfield Township collected \$5,900 in reservation fees in 2023, and the past three years have seen the most revenue from reservations in the past decade. Also, the baseball field continues to be used for tee-ball in the summer months.

Dog Park – The dog park remains a popular amenity with dog owners from across the region. The Facebook group “East Silver Lake Dog Park” has almost 1,100 members as of this writing.



BOARDMAN VALLEY NATURE PRESERVE (BVNP):

This park continues to be a popular destination for the community, especially the pickleball courts. The Township and Traverse Area Pickleball Association (TAPA) have an agreement for TAPA to manage the online reservation system for the pickleball courts. An update to this agreement was adopted in 2023 by TAPA and the Township Board, which adjusted the reservation times.

KIDS CREEK PARK:

A major tree planting was undertaken at Buffalo Ridge Trail and Kids Creek Park in conjunction with the Conservation Resource Alliance. Several volunteers including SEEDS, Gourdie-Fraser, and others joined in this effort to plant 3,200 trees. Oleson Pond continues to be stocked with fish in the spring. The pond is frequented by many users for fishing throughout the spring and summer.

MILLER CREEK NATURE RESERVE:

No major projects occurred at this park in 2023, but the park and hiking trail system continues to be well-used, especially by the nearby residents.

PARKS AND RECREATION COMMISSION MEETINGS:

The Parks and Recreation Commission held nine meetings in 2023 on the dates listed below. The Parks and Recreation Commission has adopted a bi-monthly regular meeting schedule to ensure that they meet at least six times annually. This scheduling format will continue in 2024.

- Tuesday January 3, 2023
- Monday February 6, 2023
- Monday March 6, 2023
- Monday April 3, 2023
- Monday May 1, 2023
- Monday June 5, 2023
- Monday August 7, 2023
- Monday October 2, 2023
- Monday December 4, 2023

PARKLAND ORDINANCE:

The Parkland Ordinance (Township Ordinance No. 50) provides for operating rules and regulations for, and to apply to, all Parkland under the jurisdiction of the Charter Township of Garfield. The most recent amendment to the Parkland Ordinance was adopted on June 23, 2020. No amendments to this Ordinance were considered or adopted in 2023.

HUNTING ON TOWNSHIP PARKLAND:

Hunting is currently allowed at Boardman Valley Nature Preserve, Miller Creek Nature Reserve, and River East Recreation Area with a Township permit during hunting season. The Township issued 25 hunting permits for 15 different people in 2023.

Year	Number of Hunting Permits	Number of Hunters
2023	25	15
2022	25	16
2021	27	15
2020	18	12

OTHER:

Volunteer Activities – Many volunteers have assisted the Township throughout 2023 on projects including tree planting, invasive species removal, and general cleanup. The Township appreciates everybody who generously volunteers their time to help keep the parks clean and maintained for the community!

As mentioned above, volunteers helped with planting 3,200 trees at Buffalo Ridge Trail and Kids Creek Park. Other volunteer projects have included the following:

- Staff volunteers from 4Front worked on a cleanup of the Commons Natural Area for Indigenous Peoples' Day. Staff assisted in covering up graffiti, picking up trash, and hand pruning the trails.
- TART Trails and the Buffalo Ridge Trail Volunteer Group helped to remove the invasive autumn olive plants near the Buffalo Ridge Trail.

Equipment – In November and December 2023, the Township Board approved the purchases of a trailer and a utility vehicle. The additional equipment allows Staff to operate efficiently in maintaining the parks and respond quickly to emergency situations.

CONCLUSION:

Looking ahead to 2024, Staff is anticipating receiving a formal grant offer for the Commons Natural Area accessible trail project once grant funds are appropriated by the State Legislature sometime in 2024, after which the project can move forward. Bathrooms at River East Recreation Area are anticipated in spring 2024 after which focus can turn to the next major project at that park.

The 2023-2027 Parks and Recreation Master Plan, including the Grand Traverse Commons Natural Area Design Plan, will continue to guide the annual list of parks priority projects as recommended by the Parks and Recreation Commission and approved by the Township Board of Trustees.

ACTION REQUESTED:

That the Parks and Recreation Commission review this report and request any changes prior to directing Staff to forward it to the Board of Trustees. If the Commissioners are satisfied with this report, then the following motion is suggested:

THAT THE Parks and Recreation Commission 2023 Annual Report as presented in Planning Department Report 2024-10 BE RECEIVED and FILED and FORWARDED to the Township Board.

**CHARTER TOWNSHIP OF GARFIELD
GRAND TRAVERSE COUNTY, MICHIGAN**

RESOLUTION #2024-1-T(b)

**SCHEDULING PUBLIC HEARING ON
SPECIAL ASSESSMENT ROLL FOR RIDGE VIEW CT RESURFACING**

WHEREAS, the supervisor and assessing officer of the Township of Garfield has, in accordance with resolution of the township board and the laws and statutes pertinent thereto, prepared a tentative special assessment roll in the estimated amount of \$172,176.81 (total cost, with \$32,106.50 covered by the Grand Traverse County Road Commission, \$43,044.20 covered by the Township, and \$97,026.11 to be spread among the property owners) covering all the parcels of land in the Ridge View Ct Resurfacing Special Assessment District, according to the relation of the benefit to each parcel of land to the total benefit to all parcels of land in such special assessment district and has affixed thereto his or her certificate as required.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. That said tentative special assessment roll shall be filed with the township clerk and shall be available for public examination during regular working days from the present date until the public hearing upon the same and shall further be examined at such public hearing.
2. That the township board shall meet at 6:00 pm on Tuesday, February 20, 2024, in the large, upstairs meeting room at the Township Hall located at 3848 Veterans Drive, Traverse City, MI, to hold a public hearing and review such special assessment roll and hear any objections thereto.
3. That the township clerk shall cause notice of such hearing and the filing of such assessment roll to be published twice in the Record Eagle, a newspaper of general circulation in the township prior to the date of the hearing with the first publication being not less than 10 days prior to the hearing and shall further cause notice of such hearing to be mailed by first-class mail to all owners of record or persons of interest in property within the Ridge View Ct Resurfacing Special Assessment District as shown in township records.

Moved:

Supported:

Ayes:

Nays:

Absent and Excused:

RESOLUTION 2024-1-T(b) DECLARED ADOPTED.

By: _____
Lanie McManus, Clerk
Charter Township of Garfield

CERTIFICATE

I, Lanie McManus, Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and correct copy of a Resolution which was adopted by the Township Board of the Charter Township of Garfield on the 13th day of February, 2024.

Dated: _____

Lanie McManus, Clerk

Population: Special Assessment District (116)

PARCEL	ASSESSMENT NAME	ASSESSMENT	OWNER ADDRESS
28-05-280-001-00	116, RIDGE VIEW CT RD	5,707.41	STERR CHRISTOPHER K & MCCAIN JOLEEN 1516 RIDGE VIEW CT
28-05-280-002-00	116, RIDGE VIEW CT RD	5,707.41	STREETER WILLIAM R JR & JUNE 1538 RIDGE VIEW CT
28-05-280-003-00	116, RIDGE VIEW CT RD	5,707.41	JOHNSON REGINA C 1546 RIDGE VIEW CT
28-05-280-004-00	116, RIDGE VIEW CT RD	5,707.42	BOISVERT DORIS HELEN TRUST 1554 RIDGE VIEW CT
28-05-280-005-00	116, RIDGE VIEW CT RD	5,707.42	SCHMUCKAL DENISE E 1562 RIDGE VIEW CT
28-05-280-006-00	116, RIDGE VIEW CT RD	5,707.42	FREES JAMES R 1570 RIDGE VIEW CT
28-05-280-007-00	116, RIDGE VIEW CT RD	5,707.42	GAUDARD COLLIN & NOBLE ANNE L 1578 RIDGE VIEW CT
28-05-280-008-00	116, RIDGE VIEW CT RD	5,707.42	CRONIN KIM & CYNTHIA 1586 RIDGE VIEW CT
28-05-280-009-00	116, RIDGE VIEW CT RD	5,707.42	CAPTAIN RICHARD L & PATRICIA J 1594 RIDGE VIEW CT
28-05-280-010-00	116, RIDGE VIEW CT RD	5,707.42	CANNON THOMAS 1602 RIDGE VIEW CT
28-05-280-012-00	116, RIDGE VIEW CT RD	5,707.42	EMERY ROBERT Z & ALICIA M 1581 RIDGE VIEW CT
28-05-280-013-00	116, RIDGE VIEW CT RD	5,707.42	KRUMLAUF ZEBULON JADE 1573 RIDGE VIEW CT
28-05-280-014-00	116, RIDGE VIEW CT RD	5,707.42	PRIEST JIMMY 1565 RIDGE VIEW CT
28-05-280-015-00	116, RIDGE VIEW CT RD	5,707.42	BARRY WESLEY E & MARY T 1537 RIDGE VIEW CT
28-05-280-016-00	116, RIDGE VIEW CT RD	5,707.42	STIPE SCOTT D & JILL M 1529 RIDGE VIEW CT
28-05-280-017-00	116, RIDGE VIEW CT RD	5,707.42	WARNICK GEORGE H & TOINETTE L (LE) 836 INDIAN TRAIL BLVD
28-05-280-018-00	116, RIDGE VIEW CT RD	5,707.42	KINGSFORD THOMAS 2945 E HAMMOND RD
# OF PARCELS: 17	TOTALS:	97,026.11	

Charter Township of Garfield

Proposed Ridge View Ct Road Improvement Special Assessment

Crush and Shape

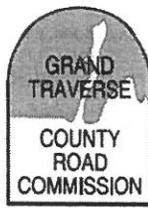
Cost Estimate	10/10/2023	\$	128,426.00	
GTCRC Design & Construction Engineering	25% of Cost	\$	32,106.50	
Garfield Township Costs		\$	11,644.31	20-year costs
Total Project Cost Estimate:		\$	172,176.81	

Less Contributions:

Grand Traverse Co. Rd. Commission		\$	(32,106.50)	
Garfield Charter Township	25%	\$	<u>(43,044.20)</u>	

Total Cost to Property Owners: \$ 97,026.11
 # of Properties: 17
Cost to Each Property: \$ 5,707.42

20-year Plan (10 yr T-bill as of 1/23/24 - 4.14%+4.0)				
@ 8.14% Interest (Est)				
	Payment	Principal	Interest	Balance
			Payment Amt: \$ (561.52)	
1	(\$561.52)	\$ (561.52)		\$ 5,145.89
2	\$ (561.52)	\$ (115.89)	\$ 445.63	\$ 5,030.00
3	\$ (561.52)	\$ (125.93)	\$ 435.60	\$ 4,904.08
4	\$ (561.52)	\$ (136.83)	\$ 424.69	\$ 4,767.25
5	\$ (561.52)	\$ (148.68)	\$ 412.84	\$ 4,618.57
6	\$ (561.52)	\$ (161.56)	\$ 399.97	\$ 4,457.01
7	\$ (561.52)	\$ (175.55)	\$ 385.98	\$ 4,281.47
8	\$ (561.52)	\$ (190.75)	\$ 370.77	\$ 4,090.72
9	\$ (561.52)	\$ (207.27)	\$ 354.26	\$ 3,883.45
10	\$ (561.52)	\$ (225.22)	\$ 336.31	\$ 3,658.23
11	\$ (561.52)	\$ (244.72)	\$ 316.80	\$ 3,413.51
12	\$ (561.52)	\$ (265.91)	\$ 295.61	\$ 3,147.60
13	\$ (561.52)	\$ (288.94)	\$ 272.58	\$ 2,858.65
14	\$ (561.52)	\$ (313.96)	\$ 247.56	\$ 2,544.69
15	\$ (561.52)	\$ (341.15)	\$ 220.37	\$ 2,203.54
16	\$ (561.52)	\$ (370.70)	\$ 190.83	\$ 1,832.84
17	\$ (561.52)	\$ (402.80)	\$ 158.72	\$ 1,430.04
18	\$ (561.52)	\$ (437.68)	\$ 123.84	\$ 992.36
19	\$ (561.52)	\$ (475.59)	\$ 85.94	\$ 516.77
20	\$ (561.52)	\$ (516.77)	\$ 44.75	\$ (0.00)
	<u>(\$11,230.48)</u>	<u>\$ (5,707.42)</u>	\$ 5,523.06	



"Our mission is to upgrade and maintain a safe and efficient road system"

Date: October 10, 2023

To: Chuck Korn
Supervisor, Garfield Township

From: James Schiffer, PE
Assistant County Highway Engineer
Grand Traverse County Road Commission

Re: Ridge View Court - SAD
Opinion of Probable Construction Cost – *Revised Estimate*

Per your request, please find the attached revised cost estimate for the proposed Ridge View Court SAD. This revised estimate is using the recently received contractor pricing on similar projects. The proposed fixes are to be located on the entire road beginning at the joint to the new LaFranier paving behind the ends of the curbs.

The existing road surface would be pulverized, recycled in-place, and graded to form the base for an asphalt overlay. The design addresses drainage issues with asphalt curb, spillways, and additional ditching. The proposed fix is summarized below:

Length of Project (ft):	773
Proposed HMA Lane Width (ft):	11
Proposed HMA Shoulder Width (ft):	3
HMA Curb or Gravel Shoulder Width (ft):	1
Total Corridor Width (ft):	30
HMA Thickness: (inch):	3.5
Estimated Construction Cost (USD):	\$128,430

The attached estimate was created using the MERL (Michigan Engineers' Resource Library) estimating system, current contractor pricing, a 15% cost of construction was used for a contingency and increased Mobilization costing of 10% of construction. Please note the attached Opinion of Probable Cost is subject to the following conditions:

- The attached costs are based on preliminary information. The actual site conditions may result in variation of the unit prices or items. It was assumed the material beneath the existing roadway can be reused as subbase. A thorough investigation of site conditions prior to final engineered plans could result in additional items of work to ensure a quality product.



"Our mission is to upgrade and maintain a safe and efficient road system"

- Actual construction bids may vary significantly from the attached Opinion of Probable Construction Cost due to timing of construction, changed conditions, labor rate changes, or other factors beyond the control of the Grand Traverse County Road Commission.
- This estimate assumes all work is completed in one year as a complete project. Options exist for completion in phases over multiple years.

We appreciate the continued communication and look forward to working with you in the future. Please feel free to contact me anytime.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "JBS".

James B. Schiffer, PE
Assistant County Highway Engineer
Grand Traverse County Road Commission
1881 LaFranier Road
Traverse City MI 49696
231-922-4848

Engineer's Opinion of Costs

(Construction Only)

Project Number: 23E012
Estimate Number: 2: Rev. Using Elmer's Blue Star Pricing
Project Type: Miscellaneous
Location: Ridge View Court SAD
Garfield TWP
Description: Crush and Shape

Project Engineer: James Schiffer, P.E.
Date Created: 10/10/2023
Date Edited: 10/10/2023
Fed/State #:
Fed Item:
Control Section:

Line	Pay Item	Description	Quantity	Units	Unit Price	Total
0001	1027051	_ Contingency (15%)	1.000	LSUM	\$15,000.00	\$15,000.00
0002	1100001	Mobilization, Max (10%)	1.000	LSUM	\$12,000.00	\$12,000.00
0003	2050006	Ditch Cleanout	16.000	Sta	\$433.00	\$6,928.00
0004	3020001	Aggregate Base	216.000	Ton	\$26.00	\$5,616.00
0005	3050002	HMA Base Crushing and Shaping	1,804.000	Syd	\$3.75	\$6,765.00
0006	3070105	Shld, CI I, 3 inch	355.000	Syd	\$9.00	\$3,195.00
0007	3070200	Trenching	16.000	Sta	\$360.00	\$5,760.00
0008	5010005	HMA Surface, Rem (Driveways)	360.000	Syd	\$12.00	\$4,320.00
0009	5010061	HMA Approach	40.000	Ton	\$195.00	\$7,800.00
0010	5012024	HMA, 4EL	264.000	Ton	\$93.00	\$24,552.00
0011	5012036	HMA, 5EL	198.000	Ton	\$95.00	\$18,810.00
0012	8070095	Post, Mailbox	10.000	Ea	\$200.00	\$2,000.00
0013	8127051	_ Temporary Traffic Control	1.000	LSUM	\$10,000.00	\$10,000.00
0014	8162003	Slope Restoration, Non-Freeway, Type C	710.000	Syd	\$8.00	\$5,680.00

Line	Pay Item	Description	Quantity	Units	Unit Price	Total
Estimate Total:						\$128,426.00

Amy DeHaan

From: Jim Schiffer <jschiffer@gtcrc.org>
Sent: Wednesday, October 11, 2023 12:43 PM
To: Amy DeHaan
Subject: RE: Ridge View Court

Hello Amy –

I would use \$32,100 for Design & Engineering. We'll probably go over that, often do on the smaller projects, but so it is.

Thanks,

- Jim

James Schiffer, P.E.
Asst. Highway Engineer
Grand Traverse County Road Commission
1881 Lafranier Rd
Traverse City, MI 49696
jschiffer@gtcrc.org
231.922.4849 x209



From: Amy DeHaan <adehaan@garfield-twp.com>
Sent: Wednesday, October 11, 2023 10:55 AM
To: Jim Schiffer <jschiffer@gtcrc.org>
Subject: Ridge View Court

Hi Jim,

Chuck gave me the updated estimate for Ridge View – thank you. Can you please provide an amount that I can use for Design & Engineering to calculate the amount of the potential Special Assessment?

Amy L DeHaan, MMAO(4)
Assessor
Garfield Charter Township
Grand Traverse County

"Everybody can be great -

Projected Administrative Costs for a Special Assessment for Ridge View Ct Road Improvement

UPDATED: October 11, 2023

of Years Assessed

Current Costs Description for setting up a Road Special Assessment	Per year	Qty	Unit Cost	One Time Costs	1	5	7	10	15	20
Collection-Legal Costs- <u>Assessing Department Time</u> (Setting up a Special Assessment District & Roll)					\$720.00	\$880.00	\$960.00	\$1,080.00	\$1,280.00	\$1,480.00
Create legal description of district (30 mins)		0.5	\$ 80.00	\$ 40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00
Write 4 Resolutions (2 hours, 4 @ 30 mins ea)		2.0	\$ 80.00	\$ 160.00	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00
Write 2 Public Hearing Notices (1 hour , 2 @ 30 mins ea)		1.0	\$ 80.00	\$ 80.00	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00
Attend 2 Public Hearings (4 hours, 2 @ 2 hours ea)		4.0	\$ 80.00	\$ 320.00	\$320.00	\$320.00	\$320.00	\$320.00	\$320.00	\$320.00
Create assessment Roll (1 hour)		1.0	\$ 80.00	\$ 80.00	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00
Maintenance (0.5 hour/yr)		0.5	\$ 80.00	\$ 40.00	\$40.00	\$200.00	\$280.00	\$400.00	\$600.00	\$800.00
Printing Notices- <u>Clerk Time</u> (Hearings - newspaper - Sending Letters to Taxpayers - Envelopes, paper, printing and Postage					\$799.02	\$799.02	\$799.02	\$799.02	\$799.02	\$799.02
Public Hearings publication (2 hearings, 2 publications each)		2	\$ 304.00	\$ 608.00						
Paper, printing - 2 notices to ea. Taxpayer		22	\$ 0.50	\$ 11.00						
Envelopes (500 box-\$70.99) & Mailing labels (3000-\$36.49) & Printing		22	\$ 0.25	\$ 5.50						
Postage		22	\$ 0.66	\$ 14.52						
Time to publish, print, stuff & mail (2 hours x 2)		4	\$ 40.00	\$ 160.00						
Annual Certification of Roll - <u>Treasurer - Assessing/Supervisor - Clerk</u>			\$100.00		\$100.00	\$500.00	\$700.00	\$1,000.00	\$1,500.00	\$2,000.00
Yearly Tax Collection Costs - <u>Treasurer</u>					\$140.00	\$700.00	\$980.00	\$1,400.00	\$2,100.00	\$2,800.00
Yearly Data Collection and Storage, Record Keeping, Filing			\$70.00		\$70.00	\$350.00	\$490.00	\$700.00	\$1,050.00	\$1,400.00
Yearly Process Tax Data File - Staff Time setting up on BSA - Transferring Delinquent Tax Roll			\$0.50		\$11.00	\$55.00	\$77.00	\$110.00	\$165.00	\$220.00
Tax Notice Paper & Printing (Amount Twp charges for copies)	1	22	\$0.41		\$9.02	\$45.10	\$63.14	\$90.20	\$135.30	\$180.40
Insert, Sort and Mail (15 min. @ \$28/hr divided by 17 units)	1	22	\$0.15		\$22.00	\$110.00	\$154.00	\$220.00	\$330.00	\$440.00
Envelopes - Notices (500/box - \$70.99) & printing	1	22	\$0.66		\$14.52	\$72.60	\$101.64	\$145.20	\$217.80	\$290.40
Postage	1	22	\$0.66		\$266.54	\$1,332.70	\$1,865.78	\$2,665.40	\$3,998.10	\$5,330.80
TOTAL Treasurer Cost					\$2,605.56	\$4,391.72	\$5,284.80	\$6,624.42	\$8,857.12	\$11,089.82

(Contingency) x .05% \$130.28 \$219.59 \$264.24 \$331.22 \$442.86 \$554.49

TOTAL \$2,735.84 \$4,611.31 \$5,549.04 \$6,955.64 \$9,299.98 \$11,644.31



Charter Township of Garfield

Grand Traverse County

3.g.

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

CHUCK KORN
SUPERVISOR

LANIE McMANUS
CLERK

CHLOE MACOMBER
TREASURER

MOLLY AGOSTINELLI, TRUSTEE
STEVE DUELL, TRUSTEE

CHRIS BARSCHEFF, TRUSTEE
DENISE SCHMUCKAL, TRUSTEE

MEMORANDUM

DATE: February 7, 2024

TO: Township Board Members

FROM: Amy L. DeHaan, Assessor 

SUBJECT: Road Name Change Request

The County maintains a Master Street Index, which includes the ranges of addresses to be used in each jurisdiction. These road names and address ranges can be input to the BS&A Assessing system for each jurisdiction so that properties outside of those names and ranges cannot be input. In the past, we have had parcels added that were actually in the City and had to take them to the Board of Review for correction. Because of this, I used the Master Street Index and added all of the road names and address ranges that are shown to be in Garfield Township so there could be no incorrect addresses added to our database.

In doing so, I came across two parcels (see map attached) that had Ramsdell Road as their street name - 1466 and 1492, one which is part of the Incochee Condominium development and one that is not. The street master shows this section of the private road as "Ramsdell Street" with an address range of 1460 – 1500 (EVEN numbers) in Garfield Township, which would include these two parcels. In order to follow the Street Master, which is used by all jurisdictions including 9-1-1, I changed these two parcels to Ramsdell St.

In early January, I was contacted by Karen Clark, daughter of the owner of 1492 Ramsdell. She believes it should remain Ramsdell Road as it had been since she was a child. She provided a copy of the 2007 settlement agreement with the City of Traverse City that allows their access to the property through the Incochee development. I believe Ms Clark also contacted the Township Supervisor, County Equalization and other municipal offices about this change. She indicated that no one was able to find any paperwork that changed the name from Road to Street, so she wants it to officially be Ramsdell Road.

Amy L DeHaan, MMAO(4)
Assessor

In speaking with Jim Baker, in the Equalization Department, he shared that 9-1-1 had indicated there are other streets that begin in the City and cross into the Township that are named “street” or “avenue” in the City but change to “road” in the Township. Examples include Garfield Street (in TC) and Garfield Road (in Garfield Twp), and Cass Street (in TC) and Cass Road (in Garfield Twp). In order to make the name officially known as Ramsdell Road for these two parcels, the Township would need to approve that name to be used for land in the Township on Ramsdell, lying East of Incochee Woods Drive if extended. The other option is to ask the City to prove why/when/how the name was changed from road to street, and request these parcels be grandfathered as Ramsdell Road.

I did attempt to contact Scott Beitel, owner of 1466 Ramsdell, to determine if he has any concern with the name being either Street or Road. I called and left a voicemail, as well as wrote him a letter (dated January 11, 2024) but did not hear back from him.

Today, I was involved in a conference call with several representatives from the City (Lauren Tribble-Attorney, Elizabeth Vogel-Manager, Polly Cairns-Assessor, Christine Black and others) as well as Jim Baker, from the County, to discuss the situation. Polly Cairns, indicated that sometime – likely back in the 1960s or 1970s, the City passed a Resolution to not have any streets named as “Roads”, though she was unable to locate the resolution. She indicated that there is only one in the City - Airport Access Road.

Attorney Tribble indicated that the Township can change the name of any road it chooses – even those within condominium developments.

Following the discussion, the group agreed the best option was to request that Garfield Township Board approve changing the name of the Ramsdell Street, East of Incochee Woods Drive if extended, to Ramsdell Road.

Amy L DeHaan, MMAO(4)
Assessor

Chuck Korn

From: Bob Otwell <otwell.tc@gmail.com>
Sent: Wednesday, January 31, 2024 8:22 AM
To: Chuck Korn
Subject: TCLP property and the Emerald Necklace

Good morning Chuck and the Township Board,

I am excited about the possibility of the former TCLP fly ash landfill becoming a park. Some of us have sought for decades to connect the hills surrounding the west side of Traverse City with a hiking and cycling trail. I like to refer to this as the *Emerald Necklace Trail*, connecting unique green jewels. The TCLP property is gorgeous with inspiring views, appreciated after climbing the hilly terrain under your own power - a worthy *Emerald*.

The current *Emeralds* preserved and loved by the public include The Commons, Hickory and the DeYoung Property. When I was working at TART Trails in the aughts, we had verbal agreement with Clarence Kroupa for an easement through his property next to Hickory, and were working with a proposed private water park on a trail easement extending from the Kroupa property north into Leelanau County to the Hoxie/Grandview Road Road intersection. The Kroupa property is now Hickory Forest, and the water park went away, but the 200 acre property is still intact.

Recently, the first part of the necklace was completed with a trail behind Oleson's, connecting the Commons to Cedar Run Road. Other possible links in the necklace are being explored. Our community has a track record of obtaining private easements for trails. The TART/Leelanau Trail connector between M-72 and Carter Road sits on a dozen private easements. I hope Garfield Township helps lead community proposals to secure this waiting *Emerald*.

Warm regards,
Bob

Bob Otwell
525 Washington Street

Chuck Korn

From: Kyle Lawrason <kyle@brickwheels.com>
Sent: Monday, January 29, 2024 4:03 PM
To: Chuck Korn
Subject: TCLP Property Sale

Dear Garfield Township,

I trust this email finds you well. My name is Kyle Lawrason, and I am a concerned resident of Traverse City. I am writing to express our collective concern regarding the potential sale and development of the TCLP property on the north side of Cedar Run east of Harris Rd. Properties like this have been an essential part of our community, providing a haven for outdoor activities, family gatherings, and a sense of connection among residents. As word has spread about the potential sale of this space for development, many of us have come together to discuss the importance of preserving it for future generations. I understand the financial considerations that may be driving this decision, but I believe that the long-term benefits of maintaining the property as a recreational area far outweigh any short-term gains. Other properties in the area like Hickory Hills have played a vital role in fostering a sense of community, promoting physical health, and enhancing the overall well-being of our residents. To explore alternative solutions and ensure that the diverse voices of our community are heard, I kindly request the opportunity to engage in a community-wide dialogue. This will allow us to collectively brainstorm ideas, discuss potential compromises, and work towards a solution that aligns with the interests of both the community and the township. I propose scheduling a town hall meeting or a series of community forums where residents can voice their concerns, share ideas, and work collaboratively to find a solution that preserves the property for recreational use. This inclusive approach will not only foster transparency but also demonstrate the strength of our community in finding creative solutions to challenges. I understand that decisions of this nature require careful consideration, and we appreciate your dedication to serving the best interests of our community. By involving residents in the decision-making process, I believe we can find a solution that not only meets the financial needs of TCLP and the township but also ensures the preservation of a valuable community asset. Thank you for your time and consideration. I look forward to the opportunity to work together in finding a solution that benefits our community as a whole.

Sincerely,



Kyle Lawrason
Sales and Marketing

231-947-4274
kyle@brickwheels.com
736 E. 8th St.
Traverse City, MI

Chuck Korn

From: Urbain, Gwendolyn <urbaingw@msu.edu>
Sent: Monday, January 29, 2024 2:41 PM
To: Chuck Korn
Subject: Concerned Citizen

Hello,

I am writing to you on behalf of the article in the Record-Eagle about the TCLP selling a parcel of land adjacent to Hickory Hills. As a citizen of Traverse City and an outdoor enthusiast, I ask that you become involved with conserving the land and environment instead of using it for more development. The benefit of public parks and environmental conservation is monumental for our community-based values. As a college student I relish each second I get to come home to TC and walk out in Nature; any chance we can seize to increase active engagement and outdoor activities in this community helps our youth to maintain a healthy lifestyle and encourages more engagement within the community!

Thank you for your time,

Gwen Urbain

Chuck Korn

From: Lauren May <laumay@umich.edu>
Sent: Monday, January 29, 2024 10:30 AM
To: Lauren May
Subject: Save the Cedar Run Parcel

Hello,

It has come to my attention that TCLP is planning to sell a 50-acre parcel of land for private development if local governments or nonprofits do not intervene. I'm reaching out to advocate for you to intervene in this process and save a beautiful piece of undeveloped land, and quickly - your offer will only be considered until March 22, 2024, at which point the parcel will be auctioned off to private developers.

Traverse City has changed a lot over the past few years, but it's incredibly important for us to preserve the things that are quintessential to Northern Michigan, including the natural resources we can all enjoy. While this land off of Cedar Run isn't very well known, it's a key habitat for native species and a recreational area that is only becoming more popular.

Thank you for using your platform to preserve this area.

Lauren May

Sean Tower
1005 Hannah Ave
Traverse City, MI 49686
towerrides4130@gmail.com
(810) 449-9945

January 30, 2024

TCLP Property

On Cedar Run Road

To whom it may concern,

I am a part of the vast bike community here in Traverse City. I bike almost every day in the woods and on the roadways. I would like to talk about the TCLP property on Cedar Run Rd. I understand it is going up for sale, and I am contesting that the lot be used for conservational and outdoor recreational use only. This particular area has a lot to offer for mountain biking or hiking because of it's rolling terrain, and beautiful views of Traverse City. It would also be so wonderful if we had easier access ways to enjoy what this area has to offer with what could be a chain of bike and hike trail. It would help individuals to escape from there everyday lives, to go for a quick mountain bike ride or hike with the awesome terrain and views here. Plus, with the growth of the mountain bike and hiking community, it contributes to the thriving, healthy culture. The local community does not need another brewery, bar, or high-income house development; I feel that Traverse City needs something that contributes to it's core,

the people. The people who love it for it's beautiful tree lines and water ways. This lot could conserve more tree lines and allow it to be a city with nature at it's soul.

Traverse City is growing and it would be great if one of it's awesome companies like TCLP, that help it occupants have power to there lives every day, could help give them power to their mind, body, and spirit through access to nature. I encourage you to picture yourself utilizing this area; watching the sun shine across the bay's, as well as the wonderful view of our peninsula and the city. In my humble opinion it's a no brainer.

I would like to thank you for your time to hear my thoughts on this beautiful piece of land that can give so much to it's neighbor's.

Sean



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF
ENVIRONMENT, GREAT LAKES, AND ENERGY
LANSING

ATTACHMENT G



LIESL EICHLER CLARK
DIRECTOR

June 4, 2021

VIA E-MAIL

Mr. Kevin Krogulecki, Project Manager
Gosling Czubak Engineering Sciences, Inc.
1280 Business Park Drive
Traverse City, Michigan 49686

Dear Mr. Krogulecki:

SUBJECT: Traverse City Light and Power, Cedar Run Road Property, Grand Traverse County, Michigan Waste Data Systems Number 498017

This is in response to your May 10, 2021, project update submitted to the Department of Environment, Great Lakes, and Energy (EGLE), Materials Management Division (MMD) for property owned by Traverse City Light and Power (TCLP) along Cedar Run Road in Sections 5 and 8 of Garfield Township, Grand Traverse County (Property). The project update has found construction of solar panels impractical and now contemplates the future use of the Property as a residential development.

As you may know, the Property was formerly used for disposal of coal combustion residuals (CCR) from 1976 until 1988. A Consent Order entered in 1992 between TCLP and EGLE's predecessor agency, the Department of Natural Resources (see attached 1992 Order) identified several areas containing CCR material on the Property, (see map in the attached 1992 Order) including the area identified as the "TCLP Ash Deposit Area," which was eventually capped, as well as a "Clinker Ash Deposit Area" and an "Inert and Type III Waste Disposal and Reclamation Area." These identified areas may not be the only disposal areas on the Property. Rather than certify clean closure of the Property outside the "TCLP Ash Deposit Area," TCLP chose in 1992 to instead impose a restrictive covenant on the entire Property and did not investigate possible groundwater impacts from the "Clinker Ash Deposit Area" or the "Inert and Type III Waste Disposal and Reclamation Area."

MMD staff understands that TCLP now seeks to remove restrictions on those portions of the Property not containing a final cover, as to promote future development. To do so, MMD staff believe that the following actions would be required:

1. A demonstration by TCLP that CCR does not exist on those portions of the Property where surface restrictions are proposed to be removed, in accordance with a workplan approved by MMD.

2. Replacement of the surface restrictions imposed by the current restrictive covenant dated March 22, 1994, (Existing Restrictive Covenant) with one containing only restrictions on groundwater use for those areas outside the final cover and buffer zone (see attached groundwater restriction template) or in the alternative, a hydrogeological investigation showing groundwater is not impacted above state criteria.
3. A new restrictive covenant containing surface restrictions for the reduced area containing the final cover and buffer zone on the current MMD template (see attached surface restriction template.)
4. Removal of proposed access roads, trees, and other development from the buffer area, as shown in the Concept Layout drawing. Tree roots and road maintenance can both be detrimental to a fragile PVC cover liner.

The requirements outlined above are not being requested by EGLE as part of any Phase I or Phase II investigation, but rather to provide an equivalent degree of protection to human health and the environment as the Existing Restrictive Covenant provides under Part 115, Solid Waste Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended. Although the 1992 Order was terminated in 2005, the Existing Restrictive Covenant remains enforceable until replaced or amended.

MMD staff are willing to meet to discuss the specific details of this letter and its enclosures. Should you require further information, please contact Mr. Phil Roycraft, Cadillac District Supervisor, MMD, at 989-370-4786; RoycraftP@michigan.gov; or EGLE, 120 West Chapin Street, Cadillac, Michigan, 49601.

Sincerely,



Rhonda S. Oyer, Manager
Solid Waste Section
Materials Management Division
517-897-1395

Attachments

cc: Mr. Tim Arends, TCL&P
Ms. Karrie Zeits, Sondee, Racine & Doren, PLC
Mr. Jeff Simsa, Gosling Czubak
Mr. Phil Roycraft/James Staley, EGLE-Cadillac
Ms. Margie Ring, EGLE
Mr. James Staley, EGLE