

**CHARTER TOWNSHIP OF GARFIELD  
PLANNING COMMISSION MEETING  
August 9, 2023**

**Call Meeting to Order:** Chair Racine called the August 9, 2023 Planning Commission meeting to order at 7:00 pm at the Garfield Township Hall.

**Pledge of Allegiance:** The Pledge of Allegiance was recited by all in attendance.

**Roll Call of Commission Members:**

Present: Chris DeGood, Pat Cline, Joe McManus, Molly Agostinelli, Joe Robertson, John Racine and Robert Fudge

Staff Present: Planning Director John Sych and Deputy Planning Director Steve Hannon

1. **Public Comment (7:01)**

None

2. **Review and Approval of the Agenda – Conflict of Interest (7:01)**

Staff asked to add Kids Creek US 31 Buffer under other business 9b.

*Agostinelli moved and Cline seconded to approve the agenda as amended.*

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

*Nays: None*

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

a. **July 26, 2023 Regular Meeting**

*Fudge moved and McManus seconded to approve the July 26, 2023 Regular Meeting minutes as presented.*

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

*Nays: None*

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

Hannon stated that there is information in commissioner packets about an upcoming Planning Conference and commissioners can tell him if they would like to attend.

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

**Township Board Report**

Agostinelli stated that Birmley Meadows was approved, two streetlights were approved for purchase for the Kensington West Condominiums and water rates will now be set by resolution. She added that Traverse Connect made a presentation on industrial properties in the Township.

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

Fudge had no report.

**ii. Parks and Recreation Commission**

DeGood stated that the Parks Commission talked about the 2024 budget.

**iii. Joint Planning Commission**

McManus said there will be a special meeting next week held at the Township Hall.

**Staff Report****i. PD 2023-92 – Planning Department Monthly Report – August 2023**

Sych stated that this report was submitted in writing.

**ii. Master Plan Announcement**

Sych stated that there is Master Plan information on the website. The planned hotel behind Chick-fil-A is moving along and the parking for Chick-fil-A and the hotel will be addressed as part of site plan review.

**6. Unfinished Business****a. PD 2023-83 – Village at Garfield Special Use Permit – Findings of Fact (7:07)**

This application requests approval of a Special Use Permit for a proposed 80-unit multi-family housing development located at 2051 North Garfield Road, north of Hammond Road. The parcel is 13.21 acres and is an undeveloped parcel in the R-3 Multi-Family Residential district. Multiple family dwellings are permitted via Special Use Permit in the R-3 Multi Family Residential District. The parcel is master planned for multi-family. There will be a community building/office, pavilion, and 16 units in 5 two story apartment buildings on the site. Sych stated that conditions have been met except that verification of the wetland delineation is required from the Michigan Department of Environment, Great Lakes, and Energy.

*Robertson moved and Cline seconded THAT the Findings of Fact for applications SUP-2023-03, as presented in Planning Department Report 2023-94 and being made a part of this motion, BE ADOPTED.*

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

*Robertson moved and Cline seconded the Planning Commission waives the requirement for a traffic impact report and THAT applications SUP-*

*2023-03 BE APPROVED, subject to the following conditions (1-6 as indicated in Planning Department Report 2023-94):*

- 1. Verification of the wetland delineation from the Michigan Department of Environment, Great Lakes, and Energy is required.*
- 2. Final engineering review and approval by the Township Engineer is required including all infrastructure and stormwater.*
- 3. All final reviews from agencies with jurisdiction shall be provided prior to any Land Use Permits being issued.*
- 4. All proposed landscaping and site amenities shall be installed prior to the issuance of a Certificate of Occupancy.*
- 5. The applicant shall provide two (2) full-size plan sets, one (1) 11x17" plan set, and one electronic copy of the full application (in PDF format) with all updates as required by the conditions of this approval and indicating compliance with all provisions of the Zoning Ordinance.*
- 6. The applicant shall record promptly the amended Report and Decision Order (RDO) and any amendment to such order with the Grand Traverse County Register of Deeds in the chain of title for each parcel or portion thereof to which the RDO pertains. A copy of each recorded document shall be filed with the Director of Planning within thirty (30) days of final approval by the Township or approval shall be considered to have expired.*

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

**b. PD 2023-84 – 716 Boon Street Special Use Permit – Findings of Fact (7:15)**

This application proposes a new photography studio in an existing multi-tenant building at 716 Boon Street. The parcel is .45 acres and is a vacant tenant space in the IG General Industrial zoning district. The use is described as a "Professional Studio" within the Zoning Ordinance and may be permitted via the Special Use Permit process in the I-G General Industrial zoning district. The site was originally approved in 1984. Commissioners discussed paving requirements and landscaping requirements. In the future, an administrative amendment could be used for any use of the east side overhead door and subsequent paving would be appropriate.

*DeGood moved and Robertson seconded THAT the Findings of Fact for application SUP-2023-02, as presented in Planning Department Report 2023-95 and being made a part of this motion, BE ADOPTED.*

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

*DeGood moved and Cline seconded THAT application SUP-2023-02, submitted by Jamie Kirschner and Nicole Martin for a Special Use Permit for a professional studio at 716 Boon Street, Parcel #05-135-008-00, BE APPROVED, subject to the following conditions (items 1-6 as indicated in Planning Department Report 2023-95) as amended:*

- 1. The parking lot shall be striped for single-row parking only as depicted on the site plan.*
- 2. There shall be no parking in areas not shown as parking lots on the site plan, including the east and west sides of the building.*
- 3. The application is subject to additional reviews from other outside agencies including but not limited to the Township Engineer, Metro Fire, Grand Traverse County Department of Public Works, and Grand Traverse County Soil Erosion and Sedimentation Control.*
- 4. All final reviews from agencies with jurisdiction shall be provided prior to any Land Use Permits being issued.*
- 5. All proposed site improvements shall be installed prior to the issuance of a Certificate of Occupancy.*
- 6. The applicant shall record promptly the Report and Decision Order (RDO) and any amendment to such order with the Grand Traverse County Register of Deeds in the chain of title for each parcel or portion thereof to which the RDO pertains. A copy of each recorded document shall be filed with the Director of Planning within thirty (30) days of final approval by the Township or approval shall be considered to have expired.*

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

**c. Bish's RV – Site Plan Review and Access Review (7:55)**

This application is for a site plan review of a proposed parking lot and site improvements at the existing RV dealership, Bish's RV (formerly TCRV), at 705 N US 31 South at the southwest corner of Meadow Lane Drive and US 31. The applicants have also requested a proposed additional access driveway to Meadow Lane Drive. Vehicle Dealership, with Outdoor Sales, is a use permitted with special conditions in the C-G district. Such applications would normally be reviewed by the Zoning Administrator, but the Zoning Administrator has requested that the Planning Commission review the application because of the access request. Bish's is willing to merge the two parcels and fencing will be added to the site. Additional landscaping will be added along the east side. The applicant spoke and said landscaping near the fencing could be done to further buffer the site. He stated that fencing was needed to deter thefts. Commissioners discussed using wrought iron versus chain link fencing along US 31.

*DeGood moved and Agostinelli seconded THAT the request for additional access to Meadow Lane Drive, as described in application SPR-2023-08 submitted by Taylor Eschbach of Kimley-Horn of Michigan, Inc., BE*

*DENIED based on a review of the request against the requirements of Section 512.1.a of the Garfield Township Zoning Ordinance, as described in Planning Department Report 2023-96*

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

*DeGood moved and McManus seconded THAT application SPR-2023-08, submitted by Taylor Eschbach of Kimley-Horn of Michigan, Inc. for a vehicle dealership, with outdoor sales on parcel #05-032-002-10 and parcel #05-032-002-15, and located at 705 N US 31 South, BE APPROVED, subject to the following conditions (1-9 as listed in Planning Department Report 2023-96) as amended:*

- 1. The site plan needs to be adjusted to remove the proposed second access from Meadow Lane Drive.*
- 2. The two parcels described in this application need to be merged.*
- 3. No portion of the front yard areas may contain a 6-foot chain link fence.*
- 4. The portions of the proposed chain-link fencing facing the US 31 frontage shall include additional landscaping to provide enhanced screening per Section 515.B(2)(b) or be replaced with alternate material in conformance with the Zoning Ordinance.*
- 5. Details for both the enclosure and gate need to be provided on the site plan.*
- 6. Clarification that the selected lighting fixture will have a 3,000 K color temperature to meet the color temperature standards of Section 517.D*
- 7. The landscaping plan shall include 4 additional evergreens along the east buffer.*
- 8. Verification is needed that no invasive species are proposed as landscaping materials.*
- 9. All agency reviews, including stormwater and utility review by the Township Engineer, shall be received, and deemed compliant prior to issuing a Land Use Permit or Building Permit.*

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

## **7. New Business**

### **a. Durga R-3 Rezoning – Introduction (8:41)**

The applicant has requested rezoning of their parcel (ID #05-022-023-00) at 2624 Hartman Road from the R-R Rural Residential district to the R-3 Multi-Family Residential district via the Zoning Map Amendment process, without restriction. This parcel is located on the north side of Hartman Road near the intersection with Cass Road and is about 5 acres in total. The site contains a single-family home in the southeast corner of the parcel and has a single curb cut on Hartman Road. A key factor in considering rezoning requests is whether the request is consistent with the

Master Plan. In this case, the Future Land Use Map shows the subject parcel as split between High Density Residential on most of the site with a portion in the northwest corner shown as Recreational. Commissioners discussed the future of Hartman Road as far as any Hartman/Hammond crossing is concerned and its possible effect on this parcel.

*Agostinelli moved and Fudge seconded THAT application Z-2023-02 BE SCHEDULED for public hearing for the September 13, 2023 Planning Commission regular meeting.*

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

**b. Portable Storage Solutions Special Use Permit – Introduction (8:50)**

This application requests approval of a Special Use Permit for Retail, Industrial Primary at the subject site. Retail, Industrial Primary is a use permitted via Special Use Permit in the I-G General Mixed-Use Industrial Business zoning district. The main use will be storage for shipping containers and there will be some outdoor storage. Screening will be required. The location of the parcel is 2550 Cass Road, north of Miller Creek Drive and is about 4.11 acres. The existing zoning is I-G – General Mixed-Use Industrial Business. Commissioners discussed the proposed Special Use Permit.

*Cline moved and Robertson seconded THAT application SUP-2023-06, submitted by Northview 22, LLC for a Special Use Permit for a retail, industrial primary use at Parcel 05-022-027-15, BE ACCEPTED, and SCHEDULED for a public hearing for the September 13, 2023 regular Planning Commission meeting, subject to the following additional information being provided by the applicant (items 1-7 as indicated in Planning Department Report 2023-98):*

- 1. Details of the outdoor display landscaping.*
- 2. Revised details of the outdoor storage landscaped screening on the west side are needed.*
- 3. Note restriping of the parking spaces.*
- 4. Note two bicycle parking spaces with the required details.*
- 5. Note that any replacement of existing lighting shall be done in compliance with the Township Zoning Ordinance.*
- 6. Note dumpster location and screening details.*
- 7. Note snow storage areas in accordance with requirements.*

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



c. **Cherryland Center – Planned Shopping Center Sign Review (8:55)**

Several parcels zoned C-P Planned Shopping Center constitute the Cherryland Center. The intent of the C-P District is for the development of planned centers located on a single, unified site and are designed and constructed as an integrated unit for shopping and other business activity. Signage for the Cherry Land Center is limited to the development as a whole and needs to be a concerted effort. Updated site development plans may be forthcoming in the future if owners of the various parcels can agree on a plan for the site. There may be an opportunity for added signage, but staff suggests waiting for an updated plan for the overall site before any more signage is approved.

*McManus moved and Robertson seconded THAT application SPR 2022-22-A, submitted by Traverse City Retail Management VI, LLC for a Sign Permit for freestanding sign at the Cherryland Center BE DENIED as freestanding signs for individual businesses in the Cherryland Center shopping center development are not permitted in accordance with the Zoning Ordinance.*

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

8. **Public Comment (9:16)**

None

9. **Other Business**

a. **PD 2023-100 – 3566 N. US 31 South – Withdrawal (9:16)**

At its meeting on June 8, 2022, the Planning Commission approved a site plan with conditions submitted by Garfield Retail Management LLC/Alrig USA Acquisitions, LLC for 3566 N US 31 South. The site is on US 31 near the intersection with Franke Road. The site contains a vacant building and was formerly a part of the Price Point/Bill Marsh automobile dealership. The approved development was for a multi-tenant building with spaces for a drive-through restaurant, retail store, and restaurant. The parcel is approximately 2 acres. Staff indicated that correspondence was received by the applicant and the project will not be moving forward at this time.

*Robertson moved and Agostinelli seconded THAT the WITHDRAWAL of site plan application SPR-2022-05, by Garfield Retail Management LLC/Alrig USA Acquisitions, LLC for 3566 N US 31 South, BE ACCEPTED.*

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

- b. **Kid's Creek US 31 Buffer (9:19)**  
Staff showed some pictures of lots along Kids Creek that had clear cut the natural vegetation. When the site plans were approved, the approval was contingent upon maintaining the natural vegetation buffer near the creek. Staff will alert property owners along Kid's Creek about the vegetative buffer. Sych said that a more comprehensive approach and plan will be needed and possibly an overlay and signage for the area. It was suggested that the Watershed Center and Conservation District become involved in helping to maintain the buffer as well. Commissioners discussed the issue.
- 10. **Items for Next Agenda – August 23, 2023 (9:37)**
  - a. Master Plan Update – Future Land Use and Master Street Plan
  - b. Zoning Ordinance – R-2/R-3 Zoning Districts Potential Changes
- 11. **Adjournment**  
*Fudge moved to adjourn the meeting at 9:43pm.*



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