

CHARTER TOWNSHIP OF GARFIELD PLANNING COMMISSION MEETING

Wednesday, March 9, 2022 at 7:00 pm
Garfield Township Hall
3848 Veterans Drive
Traverse City, MI 49684
Ph: (231) 941-1620

A G E N D A

ORDER OF BUSINESS

Call meeting to order

Pledge of Allegiance

Roll call of Board Members

1. Public Comment

Public Comment Guidelines:

Any person shall be permitted to address a meeting of The Planning Commission, which is required to be open to the public under the provision of the Michigan Open Meetings Act, as amended. (MCLA 15.261, et.seq.) Public Comment shall be carried out in accordance with the following Commission Rules and Procedures: a.) any person wishing to address the Commission is requested to state his or her name and address. b.) No person shall be allowed to speak more than once on the same matter, excluding time needed to answer Commissioner's questions. Where constrained by available time the Chairperson may limit the amount of time each person will be allowed to speak to (3) minutes. 1.) The Chairperson may at his or her own discretion, extend the amount of time any person is allowed to speak. 2.) Whenever a Group wishes to address a Committee, the Chairperson may require that the Group designate a spokesperson; the Chairperson shall control the amount of time the spokesperson shall be allowed to speak when constrained by available time. Note: If you are here for a Public Hearing, please hold your comments until that Public Hearing time.

2. Review and Approval of the Agenda – Conflict of Interest

3. Minutes – February 23, 2022 (Joint Meeting of Township Board and Planning Commission)

4. Correspondence

- a. PD 2022-22 – Township Board and Planning Commission Joint Meeting Summary

5. Reports

- a. Township Board
- b. Planning Commissioners
- c. Staff Report

6. Unfinished Business

- a. PD 2022-20 – Gauthier R-3 Rezoning – Findings of Fact

7. New Business

- a. PD 2022-21 – Sportsman’s Warehouse Display Area – Site Plan Review
- b. PD 2022-23 – 2537 N US 31 South – Conceptual Review

8. Public Comment

9. Other Business

10. Items for Next Agenda – March 23, 2022

- a. Master Plan Update Outline and Proposal
- b. Zoning Ordinance Amendments

11. Adjournment

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

The Garfield Township Board will provide necessary reasonable auxiliary aids and services, such as signers for hearing impaired and audio tapes of printed materials being considered at the meeting to individuals with disabilities upon the provision of reasonable advance notice to the Garfield Township Board. Individuals with disabilities requiring auxiliary aids or services should contact the Garfield Township Board by writing or calling Lanie McManus, Clerk, Ph: (231) 941-1620.

**CHARTER TOWNSHIP OF GARFIELD
JOINT MEETING
TOWNSHIP BOARD and PLANNING COMMISSION
February 23, 2022**

Call Meeting to Order: Township Supervisor Korn called the February 23, 2022 Joint Township Board and Planning Commission meeting to order at 6:30pm at the Garfield Township Hall.

Roll Call of Commission Members:

Planning Commissioners Present: Joe McManus, Pat Cline, Chris DeGood, Robert Fudge, Joe Robertson, and John Racine

Board Members Present: Denise Schmuckal, Chris Barsheff, Lanie McManus, Chloe Macomber, Chuck Korn

Absent and Excused: Planning Commissioner Molly Agostinelli and Trustee Steve Duell

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

1. Public Comment (6:30)

None

2. Review and Approval of the Agenda – Conflict of Interest (6:31)

McManus moved and Fudge seconded to approve the agenda as presented.

Yeas: McManus, Fudge, Cline, DeGood, Robertson, Racine, Schmuckal, Barsheff, L. McManus, Macomber and Korn

Nays: None

3. Minutes (6:31)

a. Planning Commission – Review and Approval of Minutes – February 9, 2022 Regular Meeting

Fudge moved and Robertson seconded to approve the February 9, 2022 Regular Meeting minutes as presented.

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

Nays: None

4. Business

a. Where are we now? Existing conditions, trends, and build-out analysis

Hannon shared a PowerPoint which depicted trends in the township and noted that many of the trends are positive. Garfield Township is part of a growing community and has an excellent tax base with a great variety of homes. The population estimate in the township was over 20,000 in 2021.

b. Where do we want to go? – Discussion topics

Sych discussed infrastructure planning and projects, starter homes, blighted properties and how to revive them, transportation, potential corridor priorities and desired development. Topics discussed will contribute to the upcoming update of the Master Plan in 2023. Discussion centered upon the following:

- Board member Barsheff talked about development in terms of emergency services and the greater needs a growing population.
- Redevelopment of the Cherryland Center was discussed. Board members and commissioners agreed that with three owners, it was difficult to sell or redevelop the property.
- Parks were highlighted as an important part of development in the township and are a very important part of the township to keep developing.
- Infrastructure was discussed as being an important future topic for the development of new single family homes and other developments.
- The commissioners and board members talked about the high cost of vacant land and how to make lots more affordable. All agreed that the materials and supply shortages do not help the situation.
- Sych stated that in terms of the zoning ordinance, a vision is needed first for a piece of property, then the tools for putting such a vision into reality can follow. Sych stated that the PUD has been the dominant form of building in the region in the past years. These ideas will all be incorporated into the update of the Master Plan.
- The shift in the economy and jobs was discussed as the Professional Office zoning designation may not be in demand since many people come to the region with a work at home job.
- Township Engineer Jennifer Graham spoke and said that monitoring the infrastructure is important and continuing to make capital investments in such infrastructure will continue to be important.

5. Public Comment (8:09)

Brad Jewett of North West Silver Lake Road spoke and appreciated the discussion this evening. He commented on supply and demand in the housing market.

6. Adjournment

Supervisor Korn adjourned the meeting at 8:10pm.

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



Charter Township of Garfield

Planning Department Report No. 2022-22

Prepared:	March 2, 2022	Pages:	2
Meeting:	March 9, 2022 Planning Commission	Attachments:	<input type="checkbox"/>
Subject:	Township Board & Planning Commission Joint Meeting Summary		

The Township Board and Planning Commission held a joint meeting on February 23, 2022. The meeting allowed for discussion on current trends in the Township (where are we now?), topics that warrant further study (where do we want to go?), and an overview of the process for updating the Township Master Plan (how do we get there?).


The Township is seeing many positive trends, including a growing population exceeding 20,000 and property sales at their highest point ever over the last three years. Since 2019, 817 building permits have been issued in the Township for a construction value over \$152 million. Over the last three years, the Township has approved over 1,100 new housing units – of which 97% are multi-family residential units.

The Board and Planning Commission discussed many topics and generally considered top priorities were:

- To balance out the increased focus on multi-family residential development, there is interest in promoting the construction of new single-family homes
 - Identify where new single-family homes are designated in an updated future land use plan.
 - Change our vision of what is a single-family home by considering zoning ordinance changes to allow for smaller lots and smaller home sizes
- Continue to support improvements to the park and trail systems
 - Identify and prioritize new trail connections between homes and parks, stores and other locations to provide an improved quality of life
- Ensure resources for public safety are sufficient as the Township continues to grow
 - Assess current public safety needs and available services
- Explore and support mechanisms to encourage the redevelopment of blighted properties
 - Continue redevelopment of Cherryland Center as a priority, including the use of brownfield redevelopment financing tools
 - Attracting private sector investment is key to redevelopment
 - As an incentive, the Cherryland Center site and surrounding neighborhood are part of the Opportunity Zone
 - The Township vision is to have an “active space” with a mix of community uses for the Cherryland Center site, such as housing and smaller commercial/retail that could include a neighborhood grocery store
- Interest on improving the east side of the Township
 - Improve the River East Park, including creation of a dog park
 - Redevelop the Cherryland Center properties
 - Continued housing development along LaFranier Road supports the redevelopment of the Cherryland Center
 - Improve the Barlow Street corridor
- Expand water and sewer infrastructure and extend streets where necessary to support development
 - Identify potential places for growth that include water and sewer services
 - Move to require hookups to new water infrastructure
 - Improve key road corridors including the extension of Zimmerman Road north of Long Lake Road, the proposed Hartman-Hammond cross-town connection, and improvement to South Airport Road

- Other planning considerations
 - Well-paying jobs are needed in the local economy
 - Less demand for professional office allows for considering a greater mix of office and multi-family residential

Staff anticipates gathering data and initial public input in 2022 to start the process for updating the Master Plan, with full Master Plan writing and development in 2023. Staff will use the priorities identified from the discussion at the joint meeting to guide Master Plan update activities.

 Charter Township of Garfield Planning Department Report No. 2022-20		
Prepared:	March 2, 2022	Pages: 9
Meeting:	March 9, 2022 Planning Commission	Attachments: <input checked="" type="checkbox"/>
Subject:	Gauthier Property R-3 Rezoning – Findings of Fact	
File No:	Z-2021-02	Parcel No. 05-021-054-00
Owner / Applicant:	Colleen Smith	

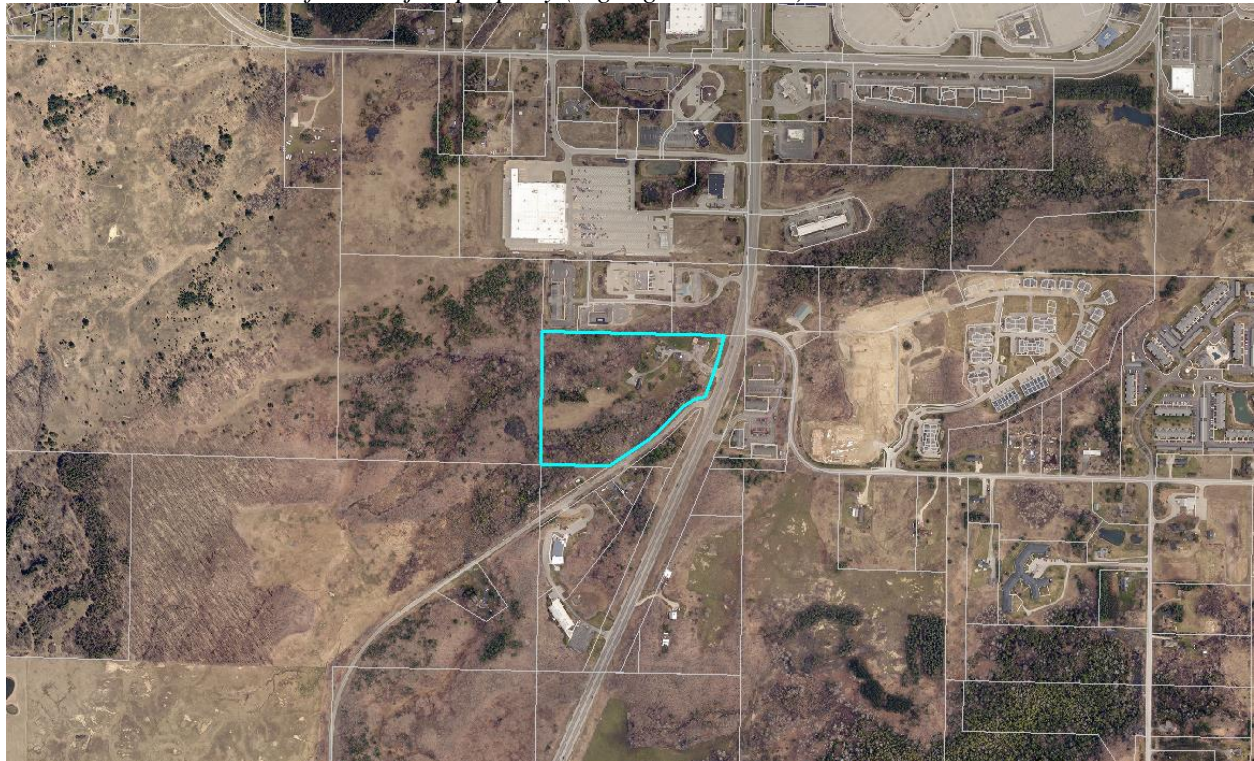
PURPOSE OF APPLICATION:

This application requests the rezoning of one parcel on the west side of US 31 south of the intersection of US 31 and South Airport Road, totaling approximately 18 acres, from its current split zoning of Agricultural (A) and Highway Commercial (C-H) to the Multi-Family Residential (R-3) zoning district via the zoning Map Amendment process, without restriction. The application was introduced to the Planning Commission at their January 12, 2022 meeting and a public hearing was held at their February 9, 2022 meeting.

SUBJECT PROPERTY:

According to the application, the subject property has historically been used by the Gauthier family for both commercial and agricultural uses and has more recently been used as a rental income property. There are extensive wetlands on the property. Exhibit C as provided by the applicant shows only about 7.7 acres of the site are buildable. The site has about 410 feet of frontage on US 31 and about 775 feet of frontage on McRae Hill Road, although access is only from US 31. The site is immediately south of the Fairfield Inn and Alliance Surgery Center located on North Country Drive.

Zoomed-out aerial view of the subject property (highlighted in blue)



Zoomed-in aerial view of the subject property (highlighted in blue)



MASTER PLAN CONSIDERATIONS:

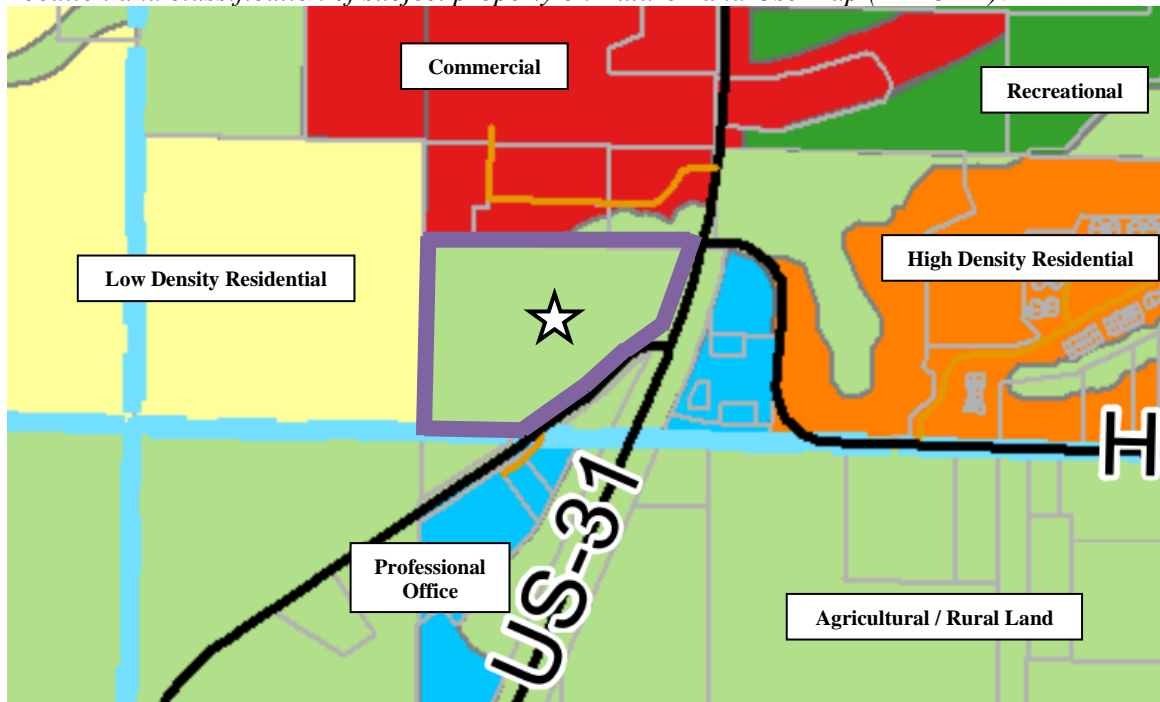
A key factor in considering rezoning requests is whether the request is consistent with the Master Plan. In this case, the Future Land Use Map shows the subject parcel with the designation of “Agricultural / Rural Land.” This designation is intended to “provide areas for agricultural operations and low intensity land uses in the outlying areas of the Township. These districts are composed primarily of unsubdivided lands that are vacant or are in agricultural use with some dwellings and accessory uses...This land use type is also used to protect natural resources and environmentally sensitive areas, such as stream buffer zones.”

Looking at surrounding properties shows the following Future Land Use designations:

- Commercial to the north along US 31
- Low Density Residential to the west
- Professional Office to the south and east along US 31
- High Density Residential further east along Hammond Road
- Agricultural / Rural Land to the southwest and southeast

The most compatible zoning district for the “Agricultural / Rural Land” designation is the A-Agricultural zoning district. R-R Rural Residential and R-1 One-Family Residential are both identified as potentially compatible districts. The proposed zoning of R-3 Multi-Family Residential would not be compatible with the Future Land Use for the subject site but may be compatible with other sites in the area as a transition from Commercial in the north to and Professional Office to the south, and with High Density Residential identified to the east. An excerpt from the Zoning Plan for the R-3 zoning designation is provided below.

Location and classification of subject property on Future Land Use Map (“FLUM”):



Excerpt from Zoning Plan matching proposed R-3 zoning for the subject property:

Master Plan Designation	High Density Residential (6-10 units per acre) <ul style="list-style-type: none"> (Master Plan designation for the subject site is Agricultural / Rural Land)
[Requested] Zoning	R-3 Multi-Family Residential
Zoning Ordinance District Intent	The R-3 (Multi-Family Residential) districts provide areas for medium- to high-density single- and two-family residential dwelling units mixed with a variety of multi-family residential dwelling types, including apartments where adequate public facilities and services exist with capacity to serve such development. The districts are composed mainly of areas containing an existing mix of these dwelling types as well as areas within which such development appears likely and desirable. They are intended to encourage more intensive development in and near the core areas of the Township. The R-3 districts are designed to encourage a suitable neighborhood environment for family life by including among the permitted uses such facilities as schools, places of worship and parks that will promote a sense of community, urban vitality and the efficient provision of infrastructure. R-3 district regulations are designed to allow for market and design flexibility while preserving the neighborhood character and permitting applicants to cluster development in order to preserve environmentally sensitive and natural land areas.
Potentially Compatible District	R-2 Two-Family Residential / R-1 One-Family Residential
Considerations for Downzoning (Less Density)	Allowing a downzoning in designated redevelopment areas may be detrimental to the overall redevelopment plan. In some cases, however, when platted subdivisions are in play, a downzoning may accelerate the redevelopment process. Areas designated as R-3 are typically located close to the City core and amenities. The R-3 district is consistent with the High Density Residential Zoning classification; however, where platted subdivisions are prevalent, an R-1 or R-2 designation may be more appropriate and compatible.
Considerations for Upzoning (More Density)	The R-3 district allows the greatest density possible.

The Future Land Use Map designation for the site is Agricultural / Rural Land and the Agricultural zoning district is considered the most compatible zoning district for this designation with the intention to preserve farmland. However, the Zoning Plan in the Master Plan recognizes that in some instances another zoning district is more appropriate and provides the following as Considerations for Upzoning (More Density):

“In many instances the land is not considered high value farmland and a change to a residential district may be appropriate. An evaluation of the properties location, proximity to amenities, and surrounding land uses should determine the most compatible district and density. A change to R-R would likely be supported due to the similarity with the districts. A PURD should be encouraged or required over a request to rezone farmland to a more intense residential use.”

In this case, the applicants are proposing to rezone to R-3, which is more density than anticipated by the Zoning Plan. Other parts of the Master Plan anticipate the need for housing close to destinations, including the following goal and objective for housing location:

“Equally important to the need for quality and affordable housing is the availability of desirable housing options close to public transportation, sidewalks and bike paths, jobs, health care, services, shopping, and entertainment, so as to limit the amount a family must spend on transportation costs.

GOAL: *Locating new housing developments proximate to these resources can reduce the overall costs of housing and transportation while helping to create more efficient use of infrastructure in existing urban areas.*

OBJECTIVE: *Target appropriate areas and incentivize their development or redevelopment through density bonuses.”*

The subject site is located close to destinations especially nearby shopping and entertainment; although not directly served by public transportation, sidewalks, or bike paths, the site is also near these resources.

Master Plan implementation strategies for housing include the following:

- *Continue to implement zoning incentives such as density bonuses to encourage the development community to include particular housing types in high demand in the Township, such as single-bedroom apartment units and accessible housing options for seniors and individuals with disabilities.*
- *Continue to use the Township’s Zoning Ordinance to encourage a wide variety of housing types and densities, as well as the mixing of residential uses with commercial and light-industrial uses where compatible.*
- *Continue to incorporate subsidized units in developments via state and federally administered programs.*

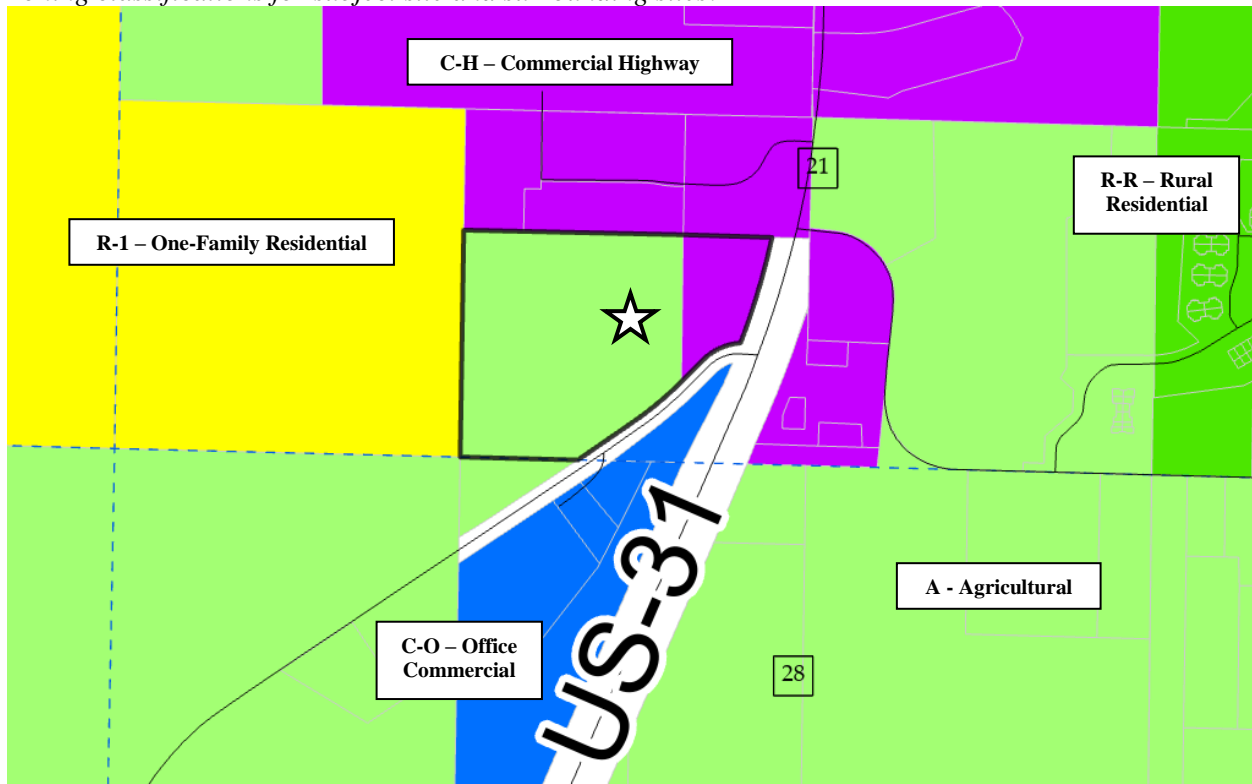
Staff recommends considering all parts of the Master Plan including the Future Land Use Map, Goals and Objectives, and Implementation, in the review of this rezoning request. These parts of the Master Plan are included for consideration by the Planning Commissioners in the proposed Findings of Fact.

SUBJECT SITE AND SURROUNDING PROPERTY ZONING:

The subject property is currently split zoned between the A-Agricultural (shown below in green) and C-H Highway Commercial (shown below in purple) districts. Zoning for surrounding sites is as follows:

- North: C-H – Highway Commercial
- West: R-1 – One-Family Residential
- Southwest: A – Agricultural
- South: A – Agricultural and C-O – Office Commercial
- Southeast: A – Agricultural
- East: C-H – Highway Commercial

Zoning classifications for subject site and surrounding sites:

**USES OF SUBJECT SITE AND SURROUNDING SITES:**

According to the application, the subject property has historically been used by the Gauthier family for both commercial and agricultural uses and has more recently been used as a rental income property. Uses of the surrounding sites are as follows:

- North: Fairfield Inn; Alliance Surgery Center; Cracker Barrel; Nicolet National Bank
- West: Vacant
- Southwest: Agricultural
- South: Single-Family Residential; North Bay Produce; Cherry Central Co-Op
- Southeast: Agricultural
- East: GreenStone Farm Credit Services

STAFF COMMENT:

This site was brought before the Planning Commission at their September 22, 2021 meeting for Conceptual Review in anticipation of a future rezoning application. During this review, Staff noted several factors to consider for the potential rezoning of this parcel including its location on the US 31 corridor, environmental conditions, access, and the impact of different uses. During this review, Staff also presented their opinion that multi-family residential would potentially be a good fit on the site.

Upon preliminary review of the Master Plan and Future Land Use designation for the subject site and based on factors identified during the analysis from the conceptual review of this site, Staff is of the opinion that this proposed Map Amendment is justifiable. Many of the factors identified during the conceptual review analysis support the proposed Map Amendment and are described in the proposed Findings of Fact for this application included below for review by the Planning Commission.

FINDINGS OF FACT:**Section 421.E Approval Criteria of Zoning Map Amendment**

In its review of an application for rezoning, the Township should consider, but is not necessarily limited to, the criteria as defined in § 421.E (1) Master Plan Consistency through § 421.E (8) Other Factors. No single factor is controlling; instead, each must be weighed in relation to the other standards.

The applicant shall have the burden of justifying the amendment, including identifying specific reasons warranting the amendment, and providing any supporting data and information to address the following:

1. Master Plan Consistency

Rezoning should be consistent with the intent and purpose of the adopted master plan.

The Planning Commission may consider this standard to be **MET** based on the following reasons:

- As described earlier in this report, the Future Land Use designation of this site is Agricultural / Rural Land. The proposed zoning of R-3 Multi-Family Residential would not be compatible with the Future Land Use designation for the subject parcel but may be compatible with other sites in the area as a transition from Commercial in the north to and Professional Office to the south, with High Density Residential identified to the east. The Zoning Plan within the Master Plan recognizes that in some instances another zoning district is more appropriate and provides Considerations for Upzoning (More Density) to provide some guidance in these instances.
- The Master Plan also offers other points to consider including the following:
 - The Future Land Use Map shows Commercial to the north but not on this site, which appears to indicate wanting to avoid extending commercial further south on US 31.
 - The Master Plan incorporates a goal to encourage housing options near jobs, services, shopping, and entertainment. This site could offer such opportunity without extending commercial further south and could serve as a buffer area between commercial to the north and surrounding sites to the south and west.
 - The Master Plan implementation goals also indicate the desire to provide for housing types which are in demand in the Township and to encourage mixing residential and commercial uses where compatible.
- This standard may consider this standard to be met upon consideration of all parts of the Master Plan including the Future Land Use Map, Goals and Objectives, and Implementation.

2. ***Adverse Impacts on Neighboring Lands***

The Township shall consider the nature and degree of an adverse impact upon neighboring lands. Lots shall not be rezoned in a way that is substantially inconsistent with the uses of the surrounding area, whether more or less restrictive. The Township finds and determines that vast acreages of single-use zoning produces uniformity with adverse consequences, such as traffic congestion, air pollution, and social separation. Accordingly, rezoning may promote mixed uses subject to a high degree of design control.

The Planning Commission may consider this standard to be **MET** based on the following reasons:

- The only access for the site is on US 31 about 200 feet from the intersection with McRae Hill Road. Commercial uses would likely have greater traffic impacts than residential, especially throughout different parts of the day.
- Sites to the north and the front portion of the subject parcel are currently zoned as C-H Highway Commercial, which allows for commercial district housing developments via the Special Use Permit process, encouraging multi-family residential designed cohesively with the surrounding commercial. This indicates that multi-family residential can be compatible with commercial uses and designed to avoid any adverse impacts, as seen with the proposed multi-family near this site across US 31 behind the Baymont Inn. The baseline project density is the same as in the R-3 Multi-Family Residential district.

3. ***Suitability as Presently Zoned***

The Township shall consider the suitability or unsuitability of the tract for its use as presently zoned. This factor, like the others, must often be weighed in relation to the other standards, and instances can exist in which suitably zoned lands may be rezoned upon proof of a real public need, substantially changed conditions in the neighborhood, or to effectuate important goals, objectives, policies, and strategies of the master plan, specification, or this ordinance.

The Planning Commission may consider this standard to be **MET** based on the following reasons:

- Due to the existing streams and wetlands, the site is unsuitable for use as presently zoned given that it is not likely to be considered high value farmland.
- The Zoning Plan indicates a change to a residential district may be appropriate or that a Planned Unit Residential Development (PURD) should be encouraged. Although the proposed zoning district would allow a higher density than anticipated by the Zoning Plan, as stated above this factor must be weighed in relation to the other standards. Many of these other standards were considered during the conceptual review analysis and factors were identified which support the proposed Map Amendment.

4. ***Changed Conditions***

The Township shall consider whether any conditions have changed, since the zoning ordinance was adopted, that might justify the amendment.

The Planning Commission may consider this standard to be **MET** based on the following reasons:

- Recent development patterns within the Township indicate a stronger demand for multi-family housing than new commercial or office uses, including the proposed multi-family near this site across US 31 behind the Baymont Inn.

5. **Health, Safety, and Welfare**

The ordinance amendment must bear a substantial relationship to the public health, safety, or general welfare, or must protect and preserve historical and cultural places and areas. The rezoning ordinance may be justified, however, if a substantial public need or purpose exists.

The Planning Commission may consider this standard to be **MET** based on the following reasons:

- Given the environmental constraints, residential uses on the site would most likely have fewer negative impacts on neighboring sites than commercial and thus would most likely better serve to protect the public health, safety, and welfare.
- Any future development will require stormwater management to protect the water quality of the onsite creek and wetlands.
- There does not appear to be any nearby historical or cultural places or areas.

6. **Public Policy**

Certain public policies in favor of the rezoning may be considered. Examples include a need for affordable housing, economic development, mixed-use development, or sustainable environmental features, which are consistent with neighborhood, area, or specific plans.

The Planning Commission may consider this standard to be **MET** based on the following reasons:

- The Master Plan includes several policies, including the following, which encourage different types of housing in the Township:
 - The Master Plan includes a goal to encourage housing options near jobs, services, shopping, and entertainment. This site could offer such opportunity without extending commercial further south and could serve as a buffer area between commercial to the north and other surrounding sites to the south and west.
 - The Master Plan implementation goals also indicate the desire to provide for housing types which are in demand in the Township and to encourage mixing residential and commercial uses where compatible.

7. **Size of Tract**

The Township shall consider the size, shape, and characteristics of the tract in relation to the affected neighboring lands. Ordinance amendments shall generally not rezone a single lot when there have been no intervening changes or other saving characteristics. Proof that a small tract is unsuitable for use as zoned, or that there have been substantial changes in the immediate area, may justify an ordinance amendment.

The Planning Commission may consider this standard to be **MET** based on the following reasons:

- The lot meets minimum standards for a lot in the R-3 zoning district:
 - The parcel is about 18 acres in size with only about 7.7 acres of buildable area as shown on the exhibit provided by the applicant. Minimum lot area ultimately depends on the number of dwelling units on the site.
 - The site has about 410 feet of frontage along US 31 and about 775 feet of frontage on McRae Hill Road; access is only from US 31. Minimum lot width is at least 70 feet but ultimately depends on the number of dwelling units on the site.
- The proposed rezoning is not anticipated to have any negative effect on neighboring lands, and future development will be compatible with neighboring land uses.

- Due to the existing streams and wetlands, the site is unsuitable for use as zoned given that it is not likely to be considered high value farmland.

8. Other Factors

The Township may consider any other factors relevant to a rezoning application under state law.

The Planning Commission may consider this standard to be **MET** based on the following reasons:

- Due to the streams and wetlands on the site, any development shall meet the requirements of the Michigan Department of Environment, Great Lakes, and Energy (EGLE) regardless of the zoning designation.

ACTION REQUESTED:

The item is placed on tonight's agenda to consider adopting proposed Findings of Fact for this application. The following motion is suggested:

MOTION THAT the Findings of Fact for application Z-2021-02, as presented in Planning Department Report 2022-20 and being made a part of this motion, BE ADOPTED.

The following motion is suggested to recommend approval of the project to the Township Board:

MOTION TO RECOMMEND TO the Township Board THAT application Z-2021-02 BE APPROVED.

Additional information deemed necessary by the Planning Commission should be added to the motion.

Attachments:

1. Application for Zoning Ordinance Map Amendment dated November 18, 2021
2. Impact Statement for Zoning Ordinance Map Amendment for Gauthier Property dated November 18, 2021
3. Supplemental maps (Exhibit A, Exhibit B, and Exhibit C) and aerial photos, submitted with application



Charter Township of Garfield

Grand Traverse County

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

ZONING ORDINANCE AMENDMENT (ZOA) APPLICATION

ASSISTANCE

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

ACTION REQUESTED

- ☒ Map Amendment (Rezoning)
☐ Text Amendment
☐ Conditional Rezoning

PROJECT / DEVELOPMENT NAME

APPLICANT INFORMATION

Name: Colleen Smith
Address: 132 Fairway Hills Drive Traverse City, Michigan
Phone Number: 1-231-360-9694
Email: colleen.smith5@icloud.com

AGENT INFORMATION

Name:
Address:
Phone Number:
Email:

OWNER INFORMATION

Name: Colleen Smith
Address: 132 Fairway Hills Drive Traverse City, Michigan 49684
Phone Number: 1-231-360-9684
Email: colleen.smith5@icloud.com

CONTACT PERSON

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

Applicant:

Colleen Smith

Agent:

Owner:

Colleen Smith

PROPERTY INFORMATION

Property Address:

2105 N. U.S. 31 South Traverse City, Michigan 49684

Property Identification Number:

28-05-021-054-00

Legal Description:

SEE ATTACHED INFO ON IMPACT STATEMENT

Zoning District:

GARFIELD TOWNSHIP

Master Plan Future Land Use Designation:

C-1 AND A-1

Area of Property (acres or square feet):

18.1 ACRES

Existing Use(s):

RENTAL PROPERTY

Proposed Use(s):

R-3 ZONING

REQUIRED SUBMITTAL ITEMS

A complete application for a Zoning Ordinance Amendment consists of the following:

Application Form:

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

Application Fee:

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

- ☒ Fee

Escrow Fee:

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

For Map (Rezoning) Amendment only, the following must be included:

Site Diagram

- ☒ Ten complete stapled 11"x17" paper sets
- ☒ One digital set (PDF) only

Supporting Information

- ☒ Ten paper copies of the Impact Statement for Map (Rezoning) Amendment
- ☒ One digital copy of the Impact Statement for Map (Rezoning) Amendment (PDP only)

For Text Amendment only, the following must be included:

- ☐ Ten paper copies of the Impact Statement for Text Amendment
- ☐ One digital copy of the Impact Statement for Text Amendment (PDF only)

For Conditional Rezoning only, the following must be included:

Site Development Plan

- ☐ Ten complete stapled 11"x17" paper sets
- ☐ Two complete bound 24"x36" paper sets
- ☐ One digital set (PDF only)

Supporting Information

- ☐ Ten paper copies of the Impact Statement for Conditional Rezoning
- ☐ One digital copy of the Impact Statement for Conditional Rezoning (PDF only)
- ☐ Ten paper copies of the Offer of Conditions for Conditional Rezoning
- ☐ One digital copy of the Offer of Conditions for Conditional Rezoning (PDF only)

Digital items to be delivered via email or USB flash drive

IMPACT STATEMENT FOR ZONING ORDINANCE MAP AMENDMENT

A written impact statement of the application as it relates to § 421.E of the Zoning Ordinance. The applicant shall have the burden of justifying the amendment, including identifying specific reasons warranting the amendment, and providing any supporting data and information.

1. Master Plan Consistency. Rezoning should be consistent with the intent and purpose of the adopted master plan.
2. Adverse Impacts on Neighboring Lands. The Township shall consider the nature and degree of an adverse impact upon neighboring lands. Lots shall not be rezoned in a way that is substantially inconsistent with the uses of the surrounding area, whether more or less restrictive. The Township finds and determines that vast acreages of single-use zoning produces uniformity with adverse consequences, such as traffic congestion, air pollution, and social separation. Accordingly, rezoning may promote mixed uses subject to a high degree of design control.
3. Suitability as Presently Zoned. The Township shall consider the suitability or unsuitability of the tract for its use as presently zoned. This factor, like the others, must often be weighed in relation to the other standards, and instances can exist in which suitably zoned lands may be rezoned upon proof of a real public need, substantially changed conditions in the neighborhood, or to effectuate important goals, objectives, policies, and strategies of the master plan, specification, or this ordinance.
4. Changed Conditions. The Township shall consider whether any conditions have changed, since the zoning ordinance was adopted, that might justify the amendment.
5. Health, Safety, and Welfare. The ordinance amendment must bear a substantial relationship to the public health, safety, or general welfare, or must protect and preserve historical and cultural places and areas. The rezoning ordinance may be justified, however, if a substantial public need or purpose exists.
6. Public Policy. Certain public policies in favor of the rezoning may be considered. Examples include a need for affordable housing, economic development, mixed-use development, or sustainable environmental features, which are consistent with neighborhood, area, or specific plans.
7. Size of Tract. The Township shall consider the size, shape, and characteristics of the tract in relation to the affected neighboring lands. Ordinance amendments shall generally not rezone a single lot when there have been no

intervening changes or other saving characteristics. Proof that a small tract is unsuitable for use as zoned, or that there have been substantial changes in the immediate area, may justify an ordinance amendment.

8. Other Factors. The Township may consider any other factors relevant to a rezoning application under state law.

IMPACT STATEMENT FOR ZONING ORDINANCE TEXT AMENDMENT

A written impact statement of the application as it relates to § 421.E of the Zoning Ordinance. The applicant shall have the burden of justifying the amendment, including identifying specific reasons warranting the amendment, and providing any supporting data and information.

1. Master Plan Consistency. A text amendment should be consistent with the intent and purpose of the adopted master plan.
2. Changed Conditions. The Township shall consider whether any conditions have changed since the zoning ordinance was adopted that might justify the amendment.
3. Health, Safety, and Welfare. The ordinance amendment must bear a substantial relationship to the public health, safety, or general welfare, or must protect and preserve historical and cultural places and areas.
4. Public Policy. Certain public policies in favor of the rezoning may be considered. Examples include a need for affordable housing, economic development, mixed-use development, or sustainable environmental features, which are consistent with neighborhood, area, or specific plans.
5. Other Factors. The Township may consider any other factors relevant to a zoning text amendment application under state law.

IMPACT STATEMENT FOR CONDITIONAL REZONING

A written impact statement of the application as it relates to § 421.E of the Zoning Ordinance. The applicant shall have the burden of justifying the amendment, including identifying specific reasons warranting the amendment, and providing any supporting data and information.

1. Master Plan Consistency. Rezoning should be consistent with the intent and purpose of the adopted master plan.
2. Adverse Impacts on Neighboring Lands. The Township shall consider the nature and degree of an adverse impact upon neighboring lands. Lots shall not be rezoned in a way that is substantially inconsistent with the uses of the surrounding area, whether more or less restrictive. The Township finds and determines that vast acreages of single-use zoning produces uniformity with adverse consequences, such as traffic congestion, air pollution, and social separation. Accordingly, rezoning may promote mixed uses subject to a high degree of design control.
3. Suitability as Presently Zoned. The Township shall consider the suitability or unsuitability of the tract for its use as presently zoned. This factor, like the others, must often be weighed in relation to the other standards, and instances can exist in which suitably zoned lands may be rezoned upon proof of a real public need, substantially changed conditions in the neighborhood, or to effectuate important goals, objectives, policies, and strategies of the master plan, specification, or this ordinance.
4. Changed Conditions. The Township shall consider whether any conditions have changed, since the zoning ordinance was adopted, that might justify the amendment.
5. Health, Safety, and Welfare. The ordinance amendment must bear a substantial relationship to the public health, safety, or general welfare, or must protect and preserve historical and cultural places and areas. The rezoning ordinance may be justified, however, if a substantial public need or purpose exists.

6. Public Policy. Certain public policies in favor of the rezoning may be considered. Examples include a need for affordable housing, economic development, mixed-use development, or sustainable environmental features, which are consistent with neighborhood, area, or specific plans.
7. Size of Tract. The Township shall consider the size, shape, and characteristics of the tract in relation to the affected neighboring lands. Ordinance amendments shall generally not rezone a single lot when there have been no intervening changes or other saving characteristics. Proof that a small tract is unsuitable for use as zoned, or that there have been substantial changes in the immediate area, may justify an ordinance amendment.
8. Other Factors. The Township may consider any other factors relevant to a rezoning application under state law.

OFFER OF CONDITIONS FOR CONDITIONAL REZONING

A written offer of Conditions as described in § 422.B(3) of the Zoning Ordinance. An owner of land may voluntarily offer, in writing, conditions relating to the use and/or development of land for which a rezoning is requested.

1. The owner's offer of conditions may not purport to authorize uses or developments not permitted in the requested new zoning district.
2. The owner's offer of conditions shall bear a reasonable and rational relationship to the property for which rezoning is requested.
3. Any use or development, proposed as part of an offer of conditions that would require a special land use permit under the terms of this ordinance, may only be commenced if a special land use permit for such use or development is ultimately granted in accordance with the provisions of this ordinance.
4. Any use or development, proposed as part of an offer of conditions that would require a variance under the terms of this ordinance, may only be commenced if a variance for such development is ultimately granted by the Zoning Board of Appeals in accordance with the provisions of this ordinance.
5. Any use or development, proposed as part of an offer of conditions that would require site plan approval under the terms of this ordinance, may only be commenced if site plan approval for such use or development is ultimately granted in accordance with the provisions of this ordinance.
6. The offer of conditions may be amended during the process of rezoning consideration, provided that any amended or additional conditions are entered voluntarily by the owner.

SUBMITTAL DEADLINE

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

WAIVERS

Submittal Waiver:

At the discretion of the Zoning Administrator in the case of a Site Diagram, or the Director of Planning in the case of an Administrative Site Plan or a Site Development Plan, the requirement to submit a Site Diagram, an Administrative Site Plan or a Site Development Plan may be waived in any of the following cases when it is determined that the submission would serve no useful purpose:

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

Data Waiver:

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

SITE PLAN

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

ADDITIONAL INFORMATION

If applicable, provide the following further information:

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

If so, attach approval letter.

If no, are alternate measures shown?

☐☐☒

Note: Alternate measures must be designed and sealed by a registered Engineer.

E. Roads and Circulation

1. Are interior public streets proposed?

☐☐☒

If yes, has Road Commission approved (attach letter)?

☐☐☒

2. Will public streets connect to adjoining properties or future streets?

☐☐☒

3. Are private roads or interior drives proposed?

☐☐☒

4. Will private drives connect to adjoining properties service roads?

☐☐☒

5. Has the Road Commission or MDOT approved curb cuts?

☐☐☒

If yes, attach approved permit.

OTHER INFORMATION

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

REVIEW PROCESS

1. Upon submittal of this application, Staff will review the materials submitted and will, within ten (10) working days, forward a determination of completeness to the applicant. If the submission is incomplete or noncompliant with the Zoning Ordinance, it will be returned to the applicant for revision. Once the submission is revised, Staff will again review it for completeness and again forward a determination to the applicant within ten (10) working days. This procedure shall be repeated until a complete submission is received.
2. Once the application is deemed to be complete and submitted according to the application deadlines, it will be forwarded to the Planning Commission for review. The Planning Commission will determine if the application is complete and schedule a public hearing.
3. Following the public hearing, the Planning Commission will make a recommendation on the application to the Township Board.
4. Prior to making a decision, the Township Board will hold a second public hearing on the application. Following the public hearing, the Township Board will make a decision to approve or deny the application.
5. If a Conditional Rezoning is approved or approved with conditions, the decision of the Township Board shall be incorporated into a written report and decision order.

PERMISSION TO ENTER SUBJECT PROPERTY

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

Owner Signature:

Applicant Signature:

Agent Signature:

Date:

<i>Colleen Siffert</i>
<i>Colleen Siffert</i>
11-18-21

OWNER'S AUTHORIZATION

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

I/We COLLEEN SMITH

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

Owner Signature:

Date:

Colleen Smith
11-18-21

AFFIDAVIT

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

Owner Signature:

Date:

Colleen Smith
11-18-21

Applicant Signature:

Date:

Colleen Smith
11-18-21

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

Impact Statement for Zoning Ordinance Map Amendment for Gauthier Property

LEGAL DESCRIPTION:

GA 281 A ALL THAT PART SE 1/4 SW 1/4 LYING WLY US 31 & NLY OLD US 31 EXC N 460'
SEC 21 T27N R11W 19 A

November 18, 2021

To Whom It May Concern:

The Gauthier Family property, also identified as #28-05-021-054-00, is an 18+ acre parcel located just south of the US-31/South Airport Road intersection and is currently split zoned as C-1 and A-1. Executors of the James E. and Phyllis A. Gauthier Revocable Trust are requesting that Garfield Township consider changing the current zoning to R-3 in an effort to be more aligned with Garfield Township's Master Plan and the adjacent surrounding properties.

Historically, this property was used for both commercial and agricultural use over the 50 years the James E. and Phyllis A. Gauthier family occupied this parcel. Since their deaths in 2003 and 2016 respectively, the property has been used for rental income property.

Garfield Township has grown and changed over the last 50 years since James E. and Phyllis A. Gauthier purchased this property in the late 1950's. The original A-1 zoning of the property to the current split zone status, and now the request for rezoning of the property to R-3 is a reflection of the changing development needs and growth in Garfield Township.

There are topographical challenges to the property which includes the presence of wetlands as depicted in Exhibit B and Exhibit C. These challenges along with the current split zoning of C-1/A-1 prove to be a more complex challenge for marketing the property for future development. In addition to the topographical challenges, the current zoning does not complement adjacent property zoning of C-1 and C-O. Rezoning this parcel would have minimal adverse impact to the adjacent properties.

The suitability in the change in zoning would allow a developer to create a plan specifically designed for the 18+ acres while taking into consideration the topographical challenges and protecting the sensitive natural areas. It would also create a 'transition area' along this corridor that may be more aligned with the vision of Garfield Township's Master plan. The rezoning of this parcel would create more opportunity to develop and plan for much needed affordable housing for the citizens of Garfield Township and benefit the greater Grand Traverse County area.

Thank you for your time and consideration to review this zoning request.

Respectfully Submitted,

Colleen E. Smith

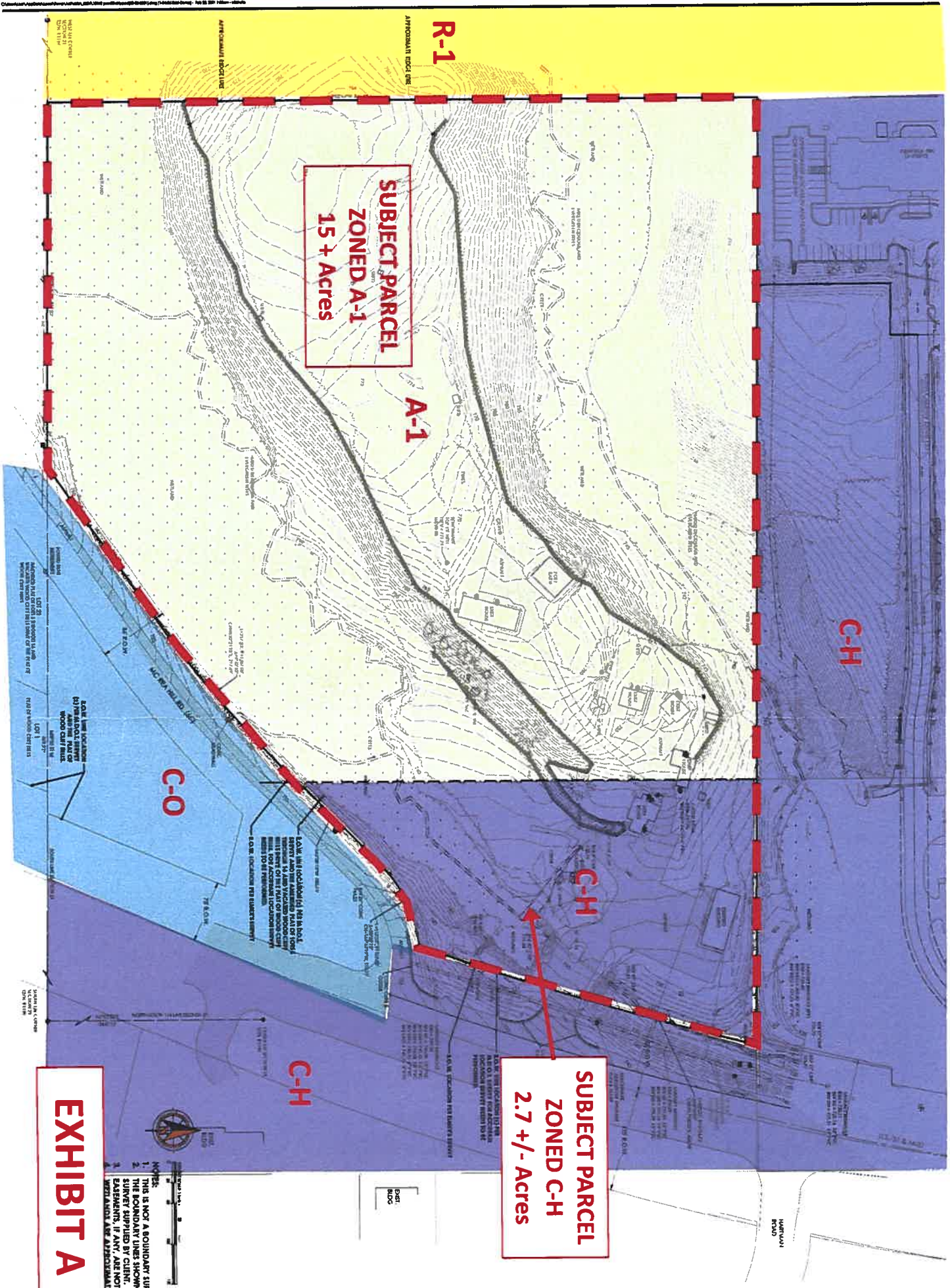


EXHIBIT A

DATE	18062
BY	18062
FOR	18062
PROJECT	18062
SCALE	18062

Gauthier
PROPOSED COMMERCIAL DEVELOPMENT
EXISTING CONDITIONS
Section 21 Town 27 North, Range 11 West
Garfield Township, Grand Traverse County, Michigan

DATE	18062
BY	18062
FOR	18062
PROJECT	18062
SCALE	18062

Mansfield
Land Use Consultants

870 Congress Dr., Ste. 201
P.O. Box 4015
Traverse City, MI 49665
Phone: 231-946-9310
www.mansfieldplanning.com
info@mansfieldplanning.com

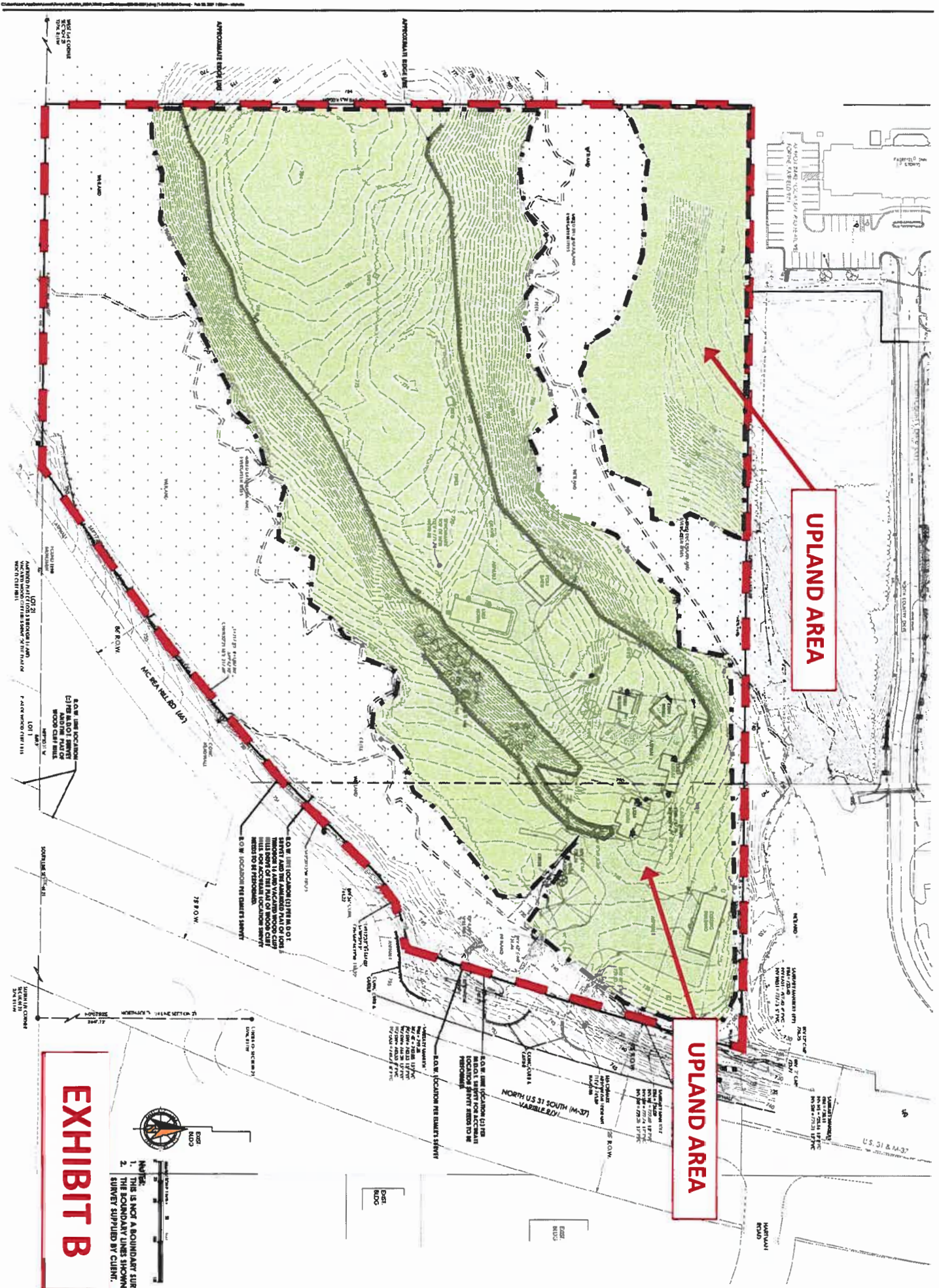


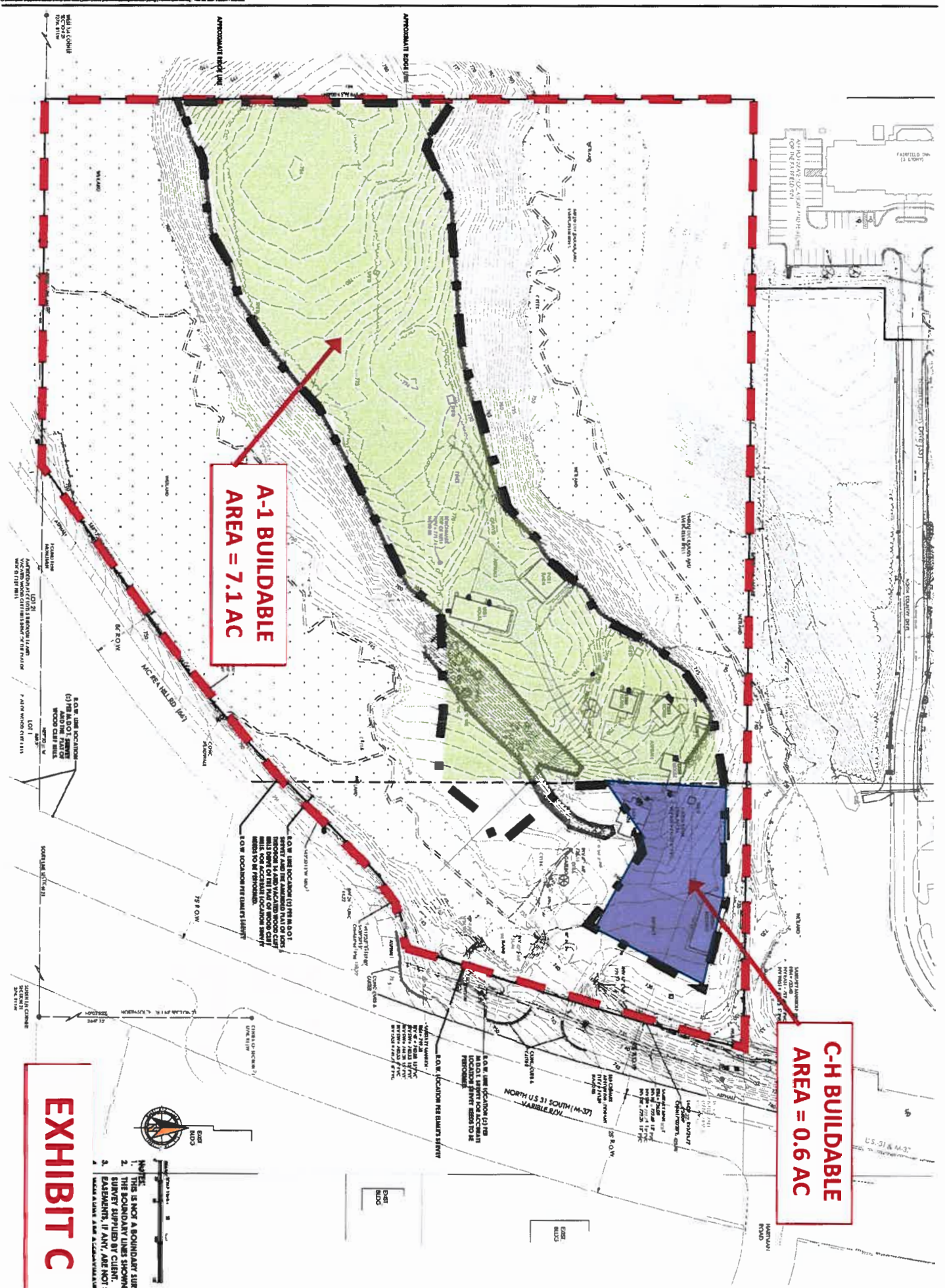
EXHIBIT B

Gauthier
PROPOSED COMMERCIAL DEVELOPMENT
EXISTING CONDITIONS
Section 21, Town 27 North, Range 11 West
Garfield Township, Grand Traverse County, Michigan

NO.	DATE	BY	REVISION
1	10/1/18	JD	Original Survey
2			
3			
4			
5			
6			
7			
8			
9			
10			

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

18062












 Charter Township of Garfield Planning Department Report No. 2022-21			
Prepared:	March 2, 2022	Pages:	2
Meeting:	March 9, 2022 Planning Commission	Attachments:	<input checked="" type="checkbox"/>
Subject:	Sportsman's Warehouse – Proposed Outdoor Display Area – Site Plan Review		
Applicant:	Glenn Anderson		
Owner:	Bill Clous, Grand Traverse Market Place LLC		
File No.	SPR-2022-01		
Parcel No.	05-016-032-10		

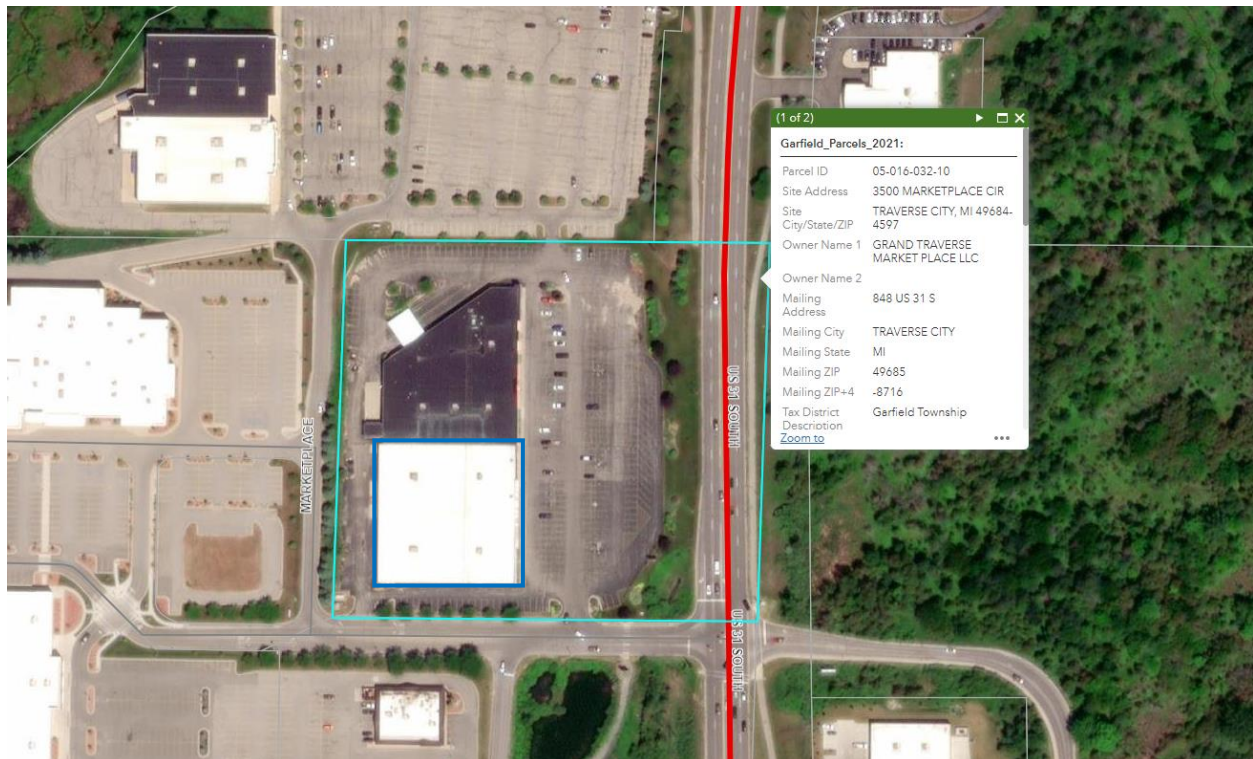
PURPOSE OF APPLICATION:

This application requests site plan review of a proposed outdoor display area for Sportsman's Warehouse at 3500 Marketplace Circle. The proposal would designate an area in front of the existing retail store "to display [kayaks] and outdoor grills and smokers" and would replace 50 feet of existing bark mulch.

Materials submitted with the application include a photo from Google Earth showing kayaks displayed in front of the store when it was occupied by the previous tenant, Gander Outdoors. No other changes to the site plan are proposed in this application.

SUBJECT PROPERTY:

The site is located at 3500 Marketplace Circle, at the northwest corner of Marketplace Circle and US 31. The site is zoned C-G General Commercial. To the west and south are parts of the Buffalo Ridge Center PUD, to the north is part of the Bison Hollow PUD, and to the east is part of the Lowe's PUD.



Aerial view of subject site (north facing up); Sportsman's Warehouse portion highlighted in blue

BACKGROUND:

Section 613.A. (1) (c) of the Zoning Ordinance states the "Planning Commission may approve designated areas of product display for large inventory items (boats, campers, trailers, snowmobiles, RV's, swing sets, or similar items) or sales of natural vegetation in the front yard or side yard area for commercial uses, if permitted in the district." Retail establishments are permitted in the C-G district, so the Planning Commission may approve a product display area if it finds such an area to be appropriate.

SITE PLAN REVIEW CRITERIA:

According to Section 424.F. (1) (Standards for Approval, Site Plan or Site Development) of the Zoning Ordinance, "an administrative site plan or site development plan shall conform to all provisions of this ordinance and to the following site development standards which shall be reflected on the plan:" As the proposal would add a display area to an existing site, the comments on the standards of Section 424.F are limited to the following:

- ***Site Design*** – All buildings and structures shall be designed, situated, constructed, operated and maintained so as to be harmonious, compatible, and appropriate in appearance, with the existing or intended character of the general vicinity. Site design shall minimize adverse effects upon owners and occupants of adjacent properties and the neighborhood.

This display area would be at a scale oriented to customers navigating within the site, rather than traffic on US 31. The existing landscaping on the site is not intended to be changed as part of this proposal. No adverse effects upon neighboring properties are anticipated as part of this proposal.

- ***Vehicle and Pedestrian Systems*** – The development, where possible, shall provide vehicular and pedestrian circulation systems which reflect and extend the pattern of streets, pedestrian and bicycle ways in the area. A proper relationship between existing and proposed roadways and parking areas shall be demonstrated, and the safety and convenience of pedestrian and vehicular traffic shall be assured. Travelways which connect and serve adjacent development shall be designed appropriately to carry the projected traffic.

The proposed display area would be located along the front of the building near the entrance and will be located outside of the existing sidewalk along the front of the building. The display area would not interfere with the existing vehicular and pedestrian system through the site.

- ***Impervious Surfaces*** – The amount of impervious surface has been limited on the site to the extent practical.

The proposal includes the replacement 50 feet of existing bark mulch with a 4-inch-thick concrete surface for the display area; no other impervious surface is proposed.

RECOMMENDATION:

If the Planning Commission is comfortable with the display area as proposed, then the following motion is recommended:

MOTION THAT application SPR-2022-01, submitted by Glenn Anderson for an outdoor display area at Sportsman's Warehouse, BE APPROVED.

Attachments:

1. Site Plan Review application dated February 2, 2022 including supplemental materials.



Charter Township of Garfield

Grand Traverse County

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

SITE PLAN REVIEW (SPR) APPLICATION

ASSISTANCE

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

ACTION REQUESTED

- ☐ Site Diagram Review
☒ Administrative Site Plan Review
☐ Site Development Plan Review

PROJECT / DEVELOPMENT NAME

Sportsman's Warehouse

APPLICANT INFORMATION

Name: Glenn Anderson
Address: 3032 South 1030 West Suite 201
Phone Number: 801-201-7718
Email: glenn@gaarch.com

AGENT INFORMATION

Name: Emily Bolhuis
Address: 3500 Marketplace Circle, Suite B
Phone Number: (269) 270-7592
Email: ebolhuis@sportsmans.com

OWNER INFORMATION

Name: Bill Clous Grand Traverse Market Place LLC
Address: 848 US 31 S
Phone Number: 231-342-3001
Email: bclous@eastwoodcustomhomes.com

CONTACT PERSON

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

<i>Applicant:</i>	Glenn Anderson
<i>Agent:</i>	
<i>Owner:</i>	

PROPERTY INFORMATION

<i>Property Address:</i>	
<i>Property Identification Number:</i>	
<i>Legal Description:</i>	
<i>Zoning District:</i>	
<i>Master Plan Future Land Use Designation:</i>	
<i>Area of Property (acres or square feet):</i>	
<i>Existing Use(s):</i>	
<i>Proposed Use(s):</i>	

PROJECT TIMELINE

<i>Estimated Start Date:</i>	March April 2022
<i>Estimated Completion Date:</i>	April May 2022

REQUIRED SUBMITTAL ITEMS

A complete application for a Site Plan Review consists of the following:

Application Form:

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

Application Fee:

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

- ☒ Fee

Escrow Fee:

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

Site Diagram Review:

- ☐ Two complete stapled 11"x17" paper sets
- ☒ One digital set (PDF only)

Administrative Site Plan:

- ☐ Two complete stapled 11"x17" paper sets
- ☒ Two complete bound 24"x36" paper sets
- ☒ One digital set (PDF only)

Site Development Plan:

- ☐ Ten complete stapled 11"x17" paper sets
- ☐ Two complete bound 24"x36" paper sets
- ☒ One digital set (PDF only)

Digital items to be delivered via email or USB flash drive

SUBMITTAL DEADLINE

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

WAIVERS

Submittal Waiver:

At the discretion of the Zoning Administrator in the case of a Site Diagram, or the Director of Planning in the case of an Administrative Site Plan or a Site Development Plan, the requirement to submit a Site Diagram, an Administrative Site Plan or a Site Development Plan may be waived in any of the following cases when it is determined that the submission would serve no useful purpose:

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

Data Waiver:

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

SITE PLAN

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

APPROVAL CRITERIA

An administrative site plan or site development plan shall conform to all provisions of the Zoning Ordinance and to the following site development standards which shall be reflected on the plan:

1. Required Information. All required information shall be provided.
2. Outside Agencies. All applicable standards of outside agencies shall be met and all required permits and approvals from outside agencies shall be secured, or be made a condition of approval.
3. Essential Facilities and Services. Adequate essential facilities and services, including highways, streets, police, fire protection, drainage structures, refuse disposal, water and sewage facilities, and schools, shall be available.
4. Natural Features. Sensitive natural features, or existing natural features that provide a buffer between adjoining properties, or assist in preserving the general appearance of the neighborhood, or help control soil erosion or stormwater, shall be preserved to the greatest extent possible.
5. Site Design. All buildings and structures shall be designed, situated, constructed, operated and maintained so as to be harmonious, compatible, and appropriate in appearance, with the existing or intended character of the general vicinity. Site design shall minimize adverse effects upon owners and occupants of adjacent properties and the neighborhood.
6. Orientation. Primary buildings or structures shall be oriented so that their main entrance faces the street upon which the lot fronts. If the development is on a corner lot, the main entrance may be oriented to either street or to the corner.
7. Vehicle and Pedestrian Systems. The development, where possible, shall provide vehicular and pedestrian circulation systems which reflect and extend the pattern of streets, pedestrian and bicycle ways in the area. A proper relationship between existing and proposed roadways and parking areas shall be demonstrated, and the safety and convenience of pedestrian and vehicular traffic shall be assured. Travelways which connect and serve adjacent development shall be designed appropriately to carry the projected traffic.
8. Shared Drives. Where the opportunity exists, developments shall use shared drives. Unnecessary curb cuts shall not be permitted.
9. Impervious Surfaces. The amount of impervious surface has been limited on the site to the extent practical.
10. Master Plan. The proposal is not in conflict with the land use policies, goals and objectives of the Township Master Plan.

ADDITIONAL INFORMATION

If applicable, provide the following further information:

	<u>Yes</u>	<u>No</u>	<u>Not Applicable</u>
A. <u>Sanitary Sewer Service</u>			
1. Does project require extension of public sewer line?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If yes, has a Utility Agreement been prepared?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Will a community wastewater system be installed?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If yes, has a Utility Agreement been prepared?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, provide construction plans and specifications			
3. Will on-site disposal be used?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If yes, is it depicted on plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B. Water Service

- | | | | |
|---|--------------------------|--------------------------|-------------------------------------|
| 1. Does project require extension of public water main? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| If yes, has a Utility Agreement been prepared? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Will a community water supply be installed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| If yes, has a Utility Agreement been prepared? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| If yes, provide construction plans and specifications | | | |

C. Public utility easements required?

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	--------------------------	-------------------------------------

 If yes, show on plan.

D. Stormwater Review/Soil Erosion

- | | | | |
|--|--------------------------|--------------------------|-------------------------------------|
| 1. Soil Erosion Plans approved by Soil Erosion Office? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| If so, attach approval letter. | | | |
| If no, are alternate measures shown? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Stormwater Plans approved by Township Engineer? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| If so, attach approval letter. | | | |
| If no, are alternate measures shown? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

 Note: Alternate measures must be designed and sealed by a registered Engineer.

E. Roads and Circulation

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

OTHER INFORMATION

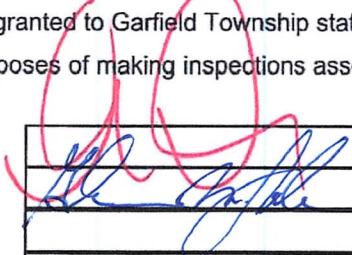
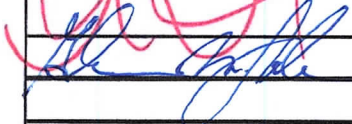
If there is any other information that you think may be useful in the review of this application, please attach it to this application or explain it on a separate page.

REVIEW PROCESS

- Upon submittal of this application, Staff will review the materials submitted and will, within ten (10) working days, forward a determination of completeness to the applicant. If the submission is incomplete or noncompliant with the Zoning Ordinance, it will be returned to the applicant for revision. Once the submission is revised, Staff will again review it for completeness and again forward a determination to the applicant within ten (10) working days. This procedure shall be repeated until a complete submission is received.
- Once the application is deemed to be complete and submitted according to the application deadlines, it will be forwarded to the Planning Commission for review.
- The Planning Commission may approve, approve with conditions, or deny the application.

PERMISSION TO ENTER SUBJECT PROPERTY

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

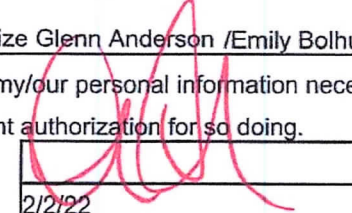
Owner Signature: 
Applicant Signature: 
Agent Signature:
Date: 2/2/22

OWNER'S AUTHORIZATION

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

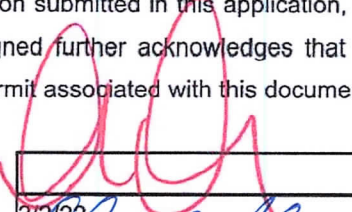
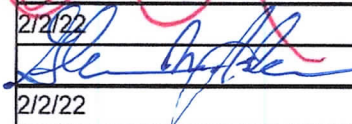
This authorization is only for the purpose of modifying the sidewalk as shown on Drawing A101 for the purpose displaying Kayaks and other product such as outdoor grilles and smokers.

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

Owner Signature: 
Date: 2/2/22

AFFIDAVIT

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

Owner Signature: 
Date: 2/2/22
Applicant Signature: 
Date: 2/2/22

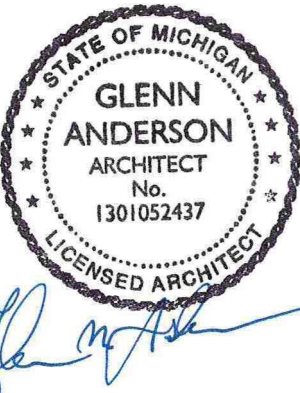
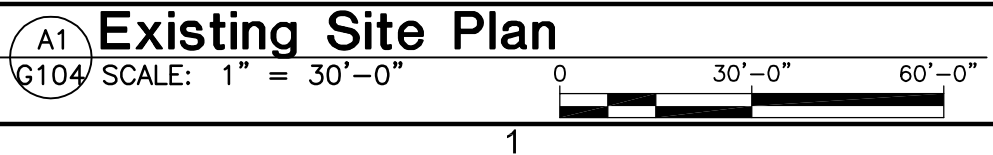
Required Site Plan Elements Checklist (See § 956 of the Zoning Ordinance) Site Diagram (SD) / Administrative Site Plan (ASP) / Site Development Plan (SDP)		SD	ASP/ SDP
A. Basic Information			
1. Applicant's name, address, telephone number and signature	<input checked="" type="checkbox"/>	<input type="checkbox"/>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



#	KEYED NOTES: SITE PLAN
1	EXISTING PARKING TO REMAIN
2	EXISTING ACCESSIBLE PARKING STALLS TO REMAIN
3	NEW ENCLOSURE FOR EXISTING LOADING AREA SCISSOR LIFT
4	EXISTING GAS METERS FOR ALL TENANTS
5	EXISTING ELECTRICAL FOR BUILDING
6	EXISTING FIRE DEPARTMENT CONNECTION
7	EXISTING TENANT ENTRANCE TO REMAIN
8	EXISTING TENANT EMERGENCY EXIT TO REMAIN
9	EXISTING ADJACENT BUILDING WITH THREE TENANTS

NOTE:
THIS EXISTING SITE PLAN (AERIAL VIEW) IS
FOR REFERENCE ONLY. THE EXISTING SITE
WAS INSTALLED UNDER THE ORIGINAL
GARFIELD TOWNSHIP PERMITS AND APPROVED
BY TRAVERSE CITY AND GARFIELD TOWNSHIP.

FOR REFERENCE ONLY



CONSTRUCTION DOCUMENTS
05/19/21

CONSTRUCTION DOCUMENTS
G104

Drawn By: MJC
Checked By: GWA
GA PROJECT NO: 20031
DATE: 04/05/21
SHEET: G104

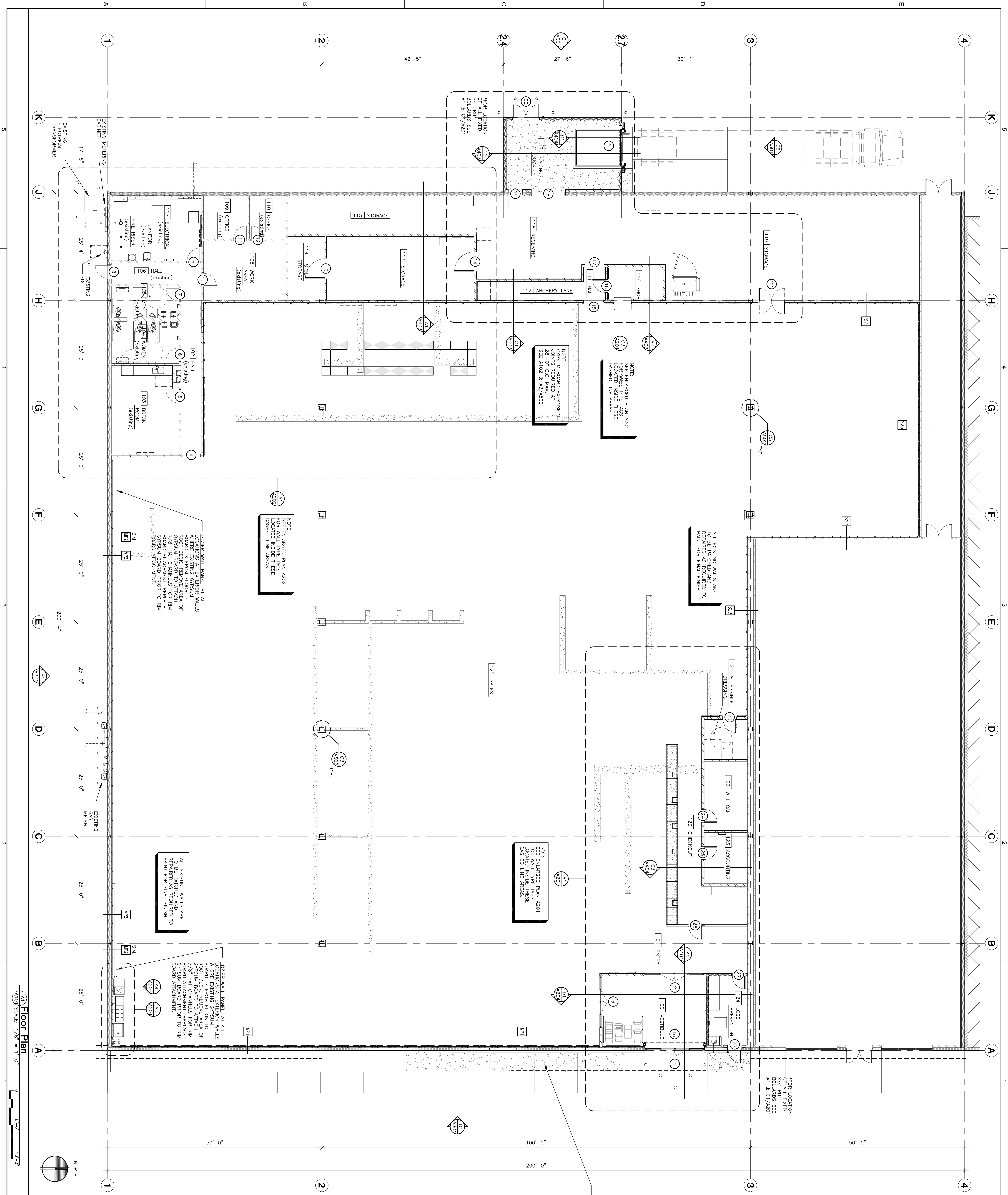


SPORTSMAN'S WAREHOUSE - TENANT IMPROVEMENTS
3500 Marketplace Circle, Suite B
Traverse City, MI 49684

GLENN W. ANDERSON, ARCHITECT
3000 SOUTH 1000 WEST ROAD
SOUTH BAY, MI 48116
810-400-8818 810-400-8818
E-MAIL: glenn@glennarch.com

GA ARCHITECTS, L.C.
ARCHITECTURE PLANNING INTERIORS

STATE OF MICHIGAN
GLENN ANDERSON
ARCHITECT
No. 1301052437
LICENSED PROFESSIONAL



GENERAL NOTES

- 1 DOOR PER SCHEDULE ON SHEET A601
- 5# STEEL STUD WALL PER SHEETS A401 & A402
- W#1 METAL PANEL WALL PER SHEET A401
- W#2 STEEL STUD LOW WALL PER SHEET A402

REMOVE 50 FEET OF EXISTING BARK, MATCH AND REPLACE WITH 4" CONCRETE TO DISPLAY KAYAKS AND OUTDOOR GALLS AND SMOCKERS. MAINTAIN SLOPE AWAY FROM BUILDING.

IN THE EVENT DISCREPANCIES ARE FOUND WITHIN THE DRAWINGS, DRAWINGS AND SPECIFICATIONS, OR IN THE SPECIFICATIONS, THE ARCHITECT SHALL BE NOTIFIED IN WRITING OF SUCH CONFLICT.

A WRITTEN CLARIFICATION FROM THE ARCHITECT SHALL BE OBTAINED PRIOR TO BIDDING OR CONSTRUCTION OF THE DISCREPANCY.

IF A CLARIFICATION IS NOT OBTAINED, THE MOST EXPENSIVE CONDITION SHALL GOVERN.

STAMP


GLENN W. ANDERSON
ARCHITECT
ARCHITECTURE PLANNING INTERIORS

SPORTSMAN'S WAREHOUSE - TENANT IMPROVEMENTS
3500 Marketplace Circle Suite B
Traverse City, MI 49684

CONSTRUCTION DOCUMENTS
05/19/21

04/05/21

A101

 Charter Township of Garfield Planning Department Report No. 2022-23			
Prepared:	March 2, 2022	Pages:	3
Meeting:	March 9, 2022 Planning Commission	Attachments:	<input checked="" type="checkbox"/>
Subject:	2537 N US 31 South – Conceptual Review		
Applicant:	John Schebaum, PE/BFA, Inc.		

BACKGROUND:

The applicant is seeking feedback on potentially constructing a drive-through coffee shop at 2537 N US 31 South, the former PNC Bank property.

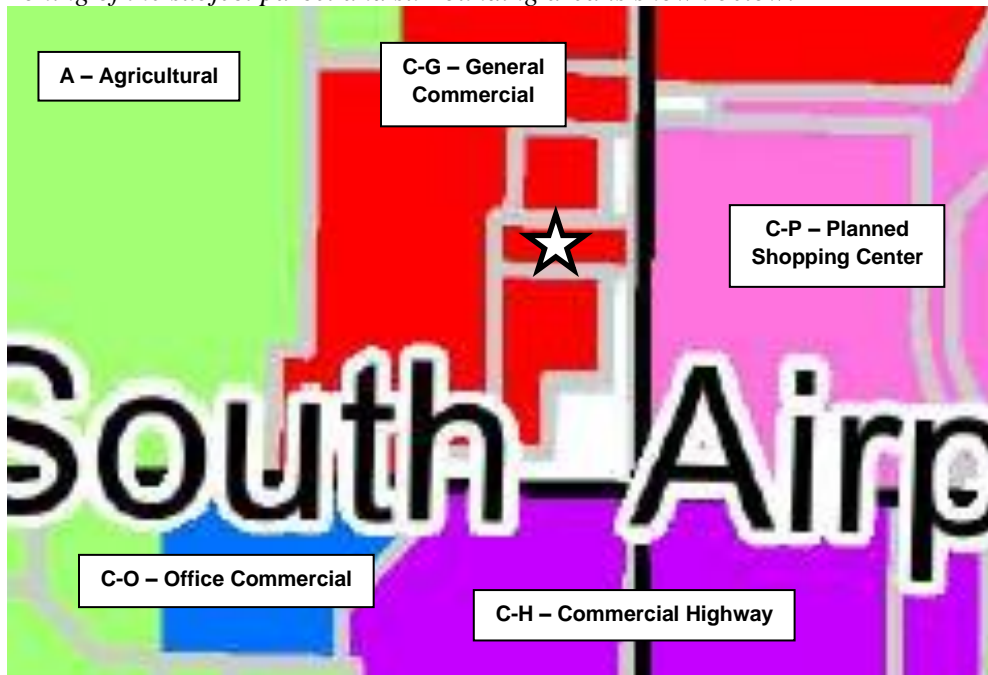
Adjacent existing land uses are as follows:

North:	Mutual gas station
East:	Buffalo Wild Wings restaurant/Jude's barbershop (east side of US 31)
West:	Best Buy store
South:	Speedway gas station

Aerial photo of subject property (highlighted in blue):



Zoning of the subject parcel and surrounding area is shown below:



Future land use of the subject parcel and surrounding area is shown below:



STAFF COMMENTS:

1. The subject site is currently occupied by a former bank building with drive-through. The bank building was approved by the Township Planning Commission as a Special Use Permit in 1999 for National City Bank. At the time, there was considerable concern about having a drive-through business located near the US-31 and South Airport Road intersection due to the high amount of traffic and potential conflicts for making left turns. The Township retained its own traffic engineer and consulted with the Michigan Department of Transportation (MDOT).
2. As part of the approval in 1999, only a single driveway on to US-31 was permitted for the site. However, the Report and Decision Order included the following condition:

g. The applicant will cooperate with the Michigan Department of Transportation through the MDOT driveway permitting process to construct and appropriately sign, at the applicants expense, a directional driveway which will effectively limit to only right hand turning movements ingress to and access from the property. This will apply to the offsite installation of and cost of "no left turn" signage required by MDOT as a part of the driveway permit approval.
3. Construction on the site did not result in a single driveway but rather a shared driveway with Mutual gas station located north of the subject site. There is no cross-access connection to Speedway gas station or Best Buy store. Safe ingress and egress for the site remains a concern by the Township, however it may be difficult to enforce a right-in, right-out driveway since a shared driveway has already been established.
4. Should an application go forward, the proposed use would require a Special Use Permit and comply with the regulations and conditions of Section 730 Drive-In and Drive-Through Uses.

ACTION REQUESTED:

The conceptual review is intended to provide an opportunity for dialogue between Planning Commission and the applicant. No formal action is requested.

Attachments:

1. Conceptual Review Application dated March 2, 2022.
2. Conceptual Site Plan documents dated March 2, 2022.
3. Memo from John Schebaum, BFA, Inc. dated March 2, 2022.
4. Preliminary Coffee Shop Elevations and Building Example.
5. Michigan Department of Transportation (MDOT) Email.



Charter Township of Garfield

Grand Traverse County

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

CONCEPTUAL REVIEW (CRV) APPLICATION

ASSISTANCE

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

ACTION REQUESTED

At the discretion of the applicant, the conceptual review before the Planning Commission may take place following public notice of the meeting. Opportunity for public comment shall be provided during the conceptual review process when public notice has been provided.

- ☐ Conceptual Review with no public notice
- ☐ Conceptual Review with direct mail notice only
- ☐ Conceptual Review with full public notice

PROJECT / DEVELOPMENT NAME

APPLICANT INFORMATION

Name:

Address:

Phone Number:

Email:

AGENT INFORMATION

Name:

Address:

Phone Number:

Email:

OWNER INFORMATION

Name:

Address:

Phone Number:

Email:

CONTACT PERSON

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

Applicant:

Agent:

Owner:

LOCATION OF THE PROPOSED PROJECT

Property Address:

Property Identification Number:

Legal Description:

Zoning District:

Master Plan Future Land Use Designation:

Area of Property (acres or square feet):

Existing Use(s):

Proposed Use(s):

REQUIRED SUBMITTAL ITEMS

A complete application for a Conceptual Review consists of the following:

Application Form:

One original signed application

One digital copy of the application (PDF only)

Application Fee:

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

Fee

Sketch Plan:

Ten complete stapled 11"x17" paper sets

One digital set (PDF only)

Written Supporting Information (if applicable):

Ten paper copies of Written Supporting Information

One digital copy of Written Supporting Information (PDF only)

Digital items to be delivered via email or USB flash drive

SUBMITTAL DEADLINE

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

SUPPORTING INFORMATION AND SKETCH PLAN

In providing written and/or sketch plan information to the Planning Commission for the purposes of a conceptual review, submittal of the following information, when known, is encouraged:

1. The boundaries of the development site.
2. The total number of acres in the project.
3. The number of acres to be developed by each type of use.
4. The number of residential units.
5. The number and/or square feet and type of nonresidential uses.
6. A description of the proposal in terms of its relationship and intended connections to surrounding land uses, development projects, public lands, and existing and future street networks.
7. The general topography of the site and its relationship to adjoining land.
8. A general description of the natural resources and natural features of the site and, where known, an indication of which will be preserved and which will be removed.
9. The number of acres to be preserved as open or recreational space, and its general location.
10. Variations from ordinance regulations that are being sought and the reasons to support the requested changes.
11. The public facilities intended to serve the planned unit development, such as sewage disposal, water supply, storm water systems, etc.

OTHER INFORMATION

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

REVIEW PROCESS

1. The intent of the conceptual review process is to provide an opportunity for an informal dialogue between an applicant and the Planning Commission to discuss a potential development project. Upon submittal of this application, Staff will forward the application to the Planning Commission for review.
2. The Planning Commission shall conduct a conceptual plan review to identify potential issues and concerns that should be addressed prior to formal review of any application requiring Planning Commission review and approval.
3. Conceptual plan review shall not constitute an approval of the application, nor shall statements by the Planning Commission, Township Staff and/or Township consultants be construed as a position regarding the merits of the application.

PERMISSION TO ENTER SUBJECT PROPERTY

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

Owner Signature:  Owner under Contract
Applicant Signature:
Agent Signature:
Date: 32/2022

OWNER'S AUTHORIZATION



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

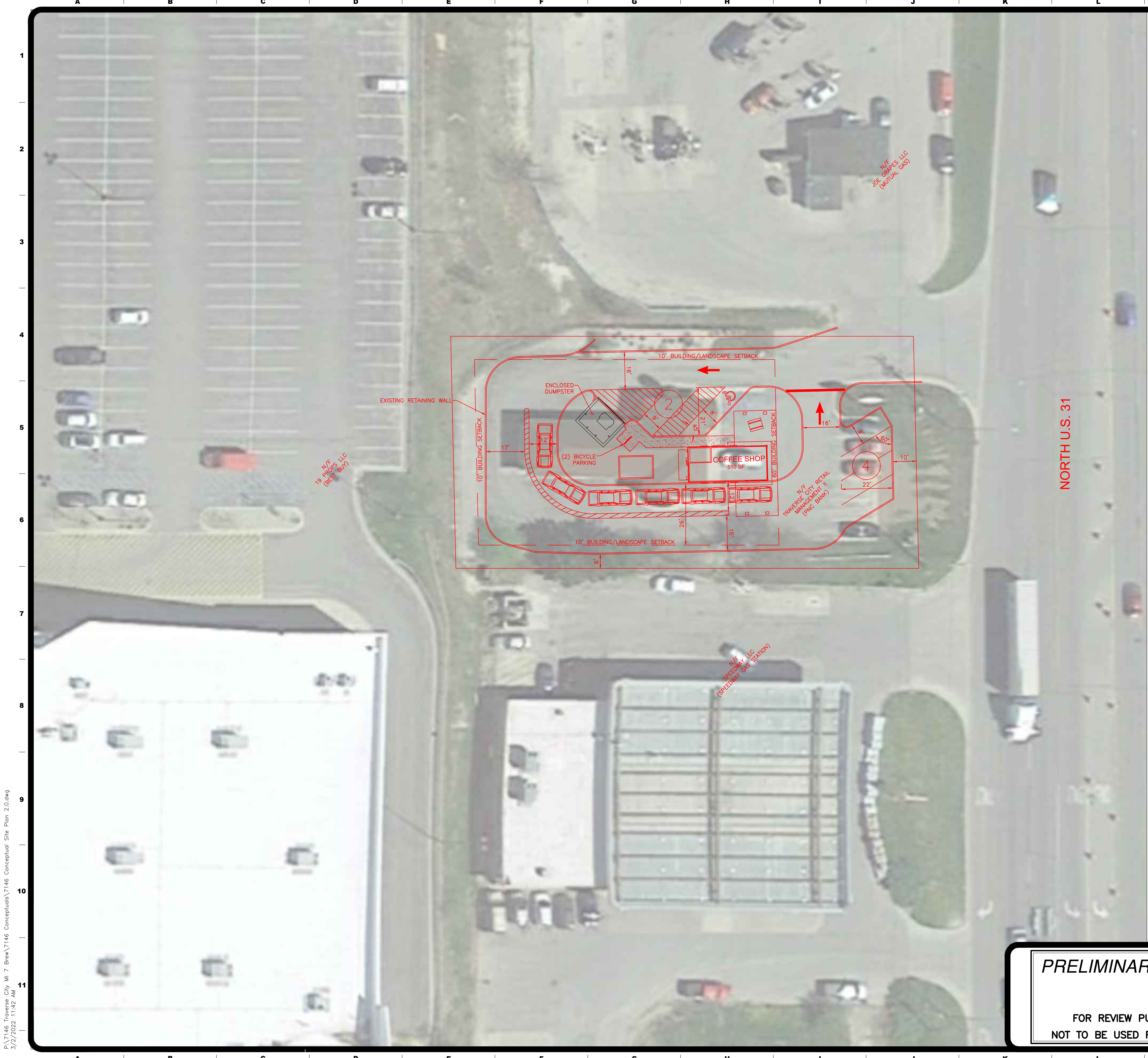
I/We _____ authorize to make this application on my/our behalf and to provide any of my/our personal information necessary for the processing of this application. Moreover, this shall be your good and sufficient authorization for so doing.

Owner Signature:
Date:

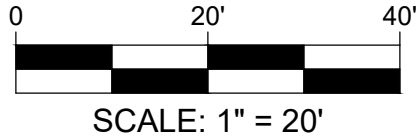
AFFIDAVIT

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

Owner Signature:  Owner under Contract
Date:
Applicant Signature: 
Date:



CONCEPTUAL SITE PLAN 2.0



SITE NOTES:

1. SITE IS ZONED C-G – GENERAL COMMERCIAL PER CHARTER TOWNSHIP OF GARFIELD
2. BOUNDARY INFORMATION IS GRAPHICALLY SCALED, THUS PROPERTY LINES AND ACREAGES SHALL BE CONSIDERED APPROXIMATE ONLY.
3. BUILDING SETBACKS AS PER THE TOWNSHIP OF GARFIELD, MI CODE:

FRONT YARD= 40' (60' W/ DRIVE THRU USE)
SIDE YARD = 10% OF LOT WIDTH, NOT LESS THAN 10'
REAR YARD = 10% OF LOT WIDTH, NOT LESS THAN 10'

PARKING DATA

PROPOSED BUILDING: COFFEE SHOP 510 S.F.

TOWNSHIP REQUIRED PARKING:

CAFE/DELI-RESTAURANT:
1 FOR EACH EMPLOYEE ON THE LARGEST WORKING SHIFT, PLUS 1 FOR EACH OUTDOOR TABLE
(ASSUME 5 EMPLOYEES, 1 OUTDOOR TABLE)

TOTAL REQUIRED: 6 SPACES

PROVIDED STANDARD SPACES	5 SPACES
PROVIDED H.C. ACCESSIBLE SPACES	1 SPACES
PROVIDED TOTAL PARKING	6 SPACES

PROVIDED OVERALL PARKING RATIO: 11.76/1,000 S.F.

TRAVERSE CITY, MICHIGAN
Net Lease Development, LLC
PO BOX 100843
Forth Worth, TX 76185

REVISIONS

1			
By:		App:	
2			
By:		App:	
3			
By:		App:	
4			
By:		App:	

The contractor shall verify and implement all the required Federal Occupational Safety and Health Administration (OSHA) and/or OSHA approved state-plan regulations established for the type of construction required by these plans.

Three working days prior to the start of any excavation on this site the Contractor shall contact 1-800-892-0123 for utility location information.

PRELIMINARY DRAWING

FOR REVIEW PURPOSES ONLY
NOT TO BE USED FOR CONSTRUCTION

bfaeng.com

TELEPHONE: (636) 239-4751

BFA
Engineering•Surveying

103 ELM STREET

WASHINGTON, MISSOURI 63090

DRAWN
G.W.C.

CHECKED

J.B.S.

DATE

03/02/22

SCALE

1"=20'

JOB No.

7146

SHEET NAME
CONCEPTUAL SITE
PLAN 2.0

CSP-2.0

0 20' 40'

SCALE: 1" = 20'

- FRONT YARD= 40' (60' W/ DRIVE THRU USE)
SIDE YARD = 10% OF LOT WIDTH, NOT LESS THAN 10'
REAR YARD = 10% OF LOT WIDTH, NOT LESS THAN 10'

PROPOSED BUILDING: COFFEE SHOP	510 S.F.
--------------------------------	----------

Cafe/Deli-Restaurant:
1 for each employee on the largest working
shift, plus 1 for each outdoor table
(assume 5 employees, 1 outdoor table)

PROVIDED STANDARD SPACES	5 SPACES
PROVIDED H.C. ACCESSIBLE SPACES	1 SPACES
PROVIDED TOTAL PARKING	6 SPACES

TRAVERSE CITY, MICHIGAN
Net Lease Development, LLC
PO BOX 100843
Forth Worth, TX 76185

1		
By:		App:
2		
By:		App:
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By:		App:
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By:		App:

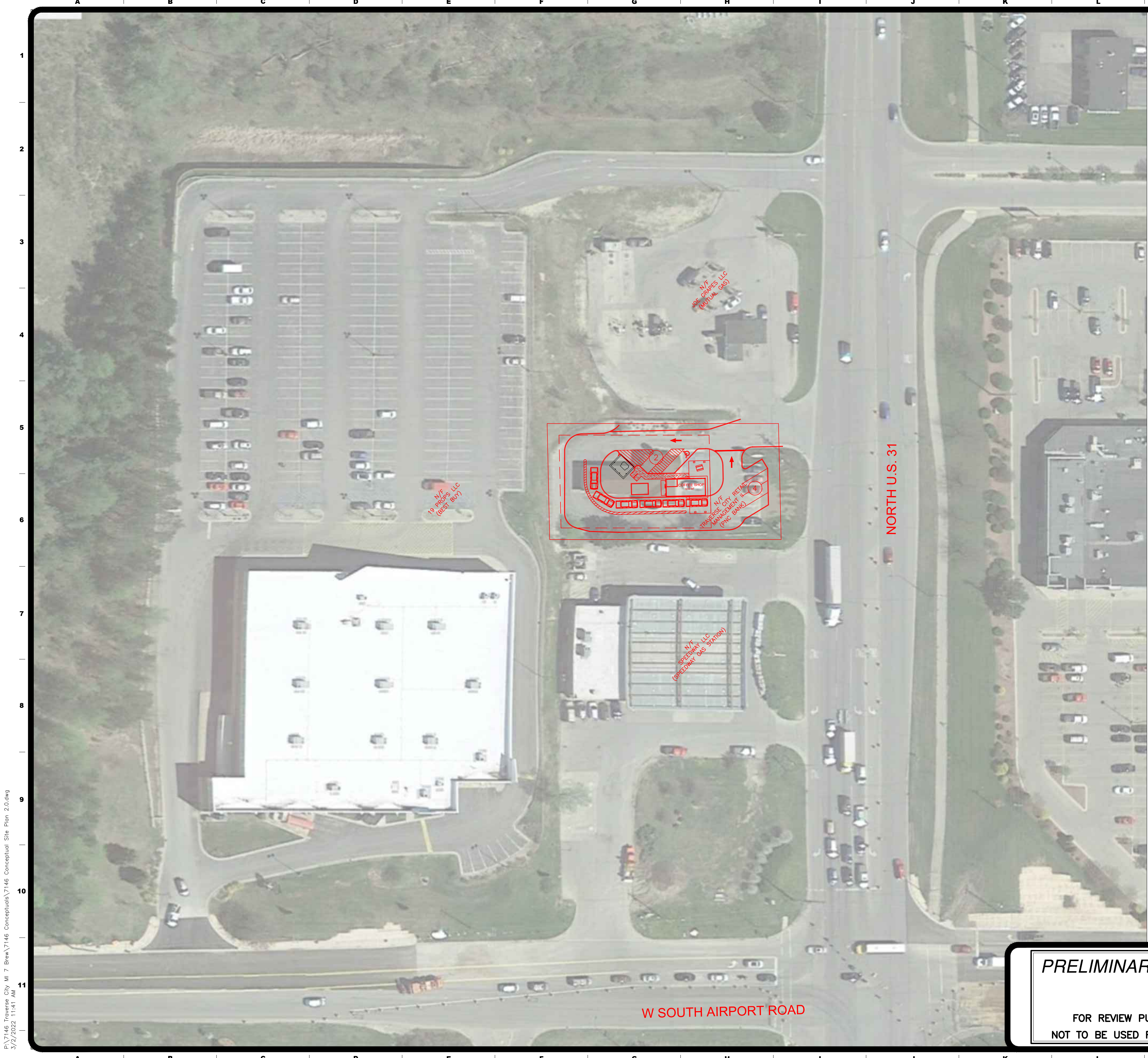
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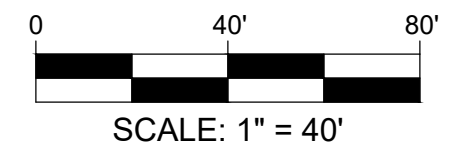
TELEPHONE: (636) 239-4751

103 ELM STREET WASHINGTON, MISSOURI 63090

CSP-2.0



CONCEPTUAL SITE PLAN 2.0



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PARKING DATA

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TRAVERSE CITY, MICHIGAN
Net Lease Development, LLC
PO BOX 100843
Forth Worth, TX 76185

REVISIONS

1	By:	App:
2	By:	App:
3	By:	App:
4	By:	App:

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BFA
Engineering•Surveying

103 ELM STREET WASHINGTON, MISSOURI 63090

DRAWN G.W.C.
CHECKED J.B.S.
DATE 03/02/22
SCALE 1"=40'
JOB No. 71146
SHEET NAME CONCEPTUAL SITE PLAN 2.0
CSP-2.0

DATE: March 2, 2022

TO: John Sych, Planning Director
Charter Township of Garfield Planning Commission

FROM: John Schebaum, BFA, Inc. – Civil Engineer for Net Lease Development

SUBJECT: 2537 US Hwy 31 Development Traverse City, MI (Charter Township of Garfield)
Proposed Coffee Shop

Mr. Sych and Members of the Planning Commission,

Thank you for your time and consideration of our proposed development. On behalf of Net Lease Development, we would like to introduce a proposed redevelopment of the former PNC Bank property located at 2537 North US Hwy 31 in Traverse City, Michigan.

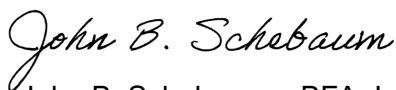
The proposed redevelopment will consist of the complete demolition of the existing building and a majority, if not all, of the existing parking lot/paved area. The new development will include a 510 square foot Coffee Shop, with service being provided almost exclusively via drive-through. There will be no internal access to the building for customers; however, there will be a pavilion area with a picnic table on one side of the building for potential customer use.

Per previous conversations with Mr. Sych, the current Site Plan has been modified to meet the 60-foot building setback for drive-through uses. Please note the existing site, and proposed site, do not meet the 10-foot side yard landscape setback. Mr. Sych has advised that the minor encroachment into the landscape setback could potentially be approved by the Planning Commission in lieu of obtaining approval from Zoning Board of Appeals.

The proposed improvements are intended to tie into the existing shared access along US Highway 31. No improvements to the existing shared access are proposed by our development. I have reached out to Jeremy Wiest with MDOT regarding this project. We have reviewed the proposed use and site plan, as well as the existing access, and Jeremy has provided his approval of our conceptual plan. I have included Jeremy's consent to reuse the existing driveway with our submittal.

We appreciate your conceptual review of our proposed development, and look forward to working with the Charter Township of Garfield.

Respectfully,



John B. Schebaum – BFA, Inc.
Project Manager



7 BREW COPYRIGHT © 2022

EXAPMLE - NOT USED FOR CONSTRUCTION

ARCHITECT OF RECORD MUST CHANGE TITLE BLOCK AND COVER SHEET TO BE THEIR OWN DRAWINGS.

PREFABRICATED BUILDING

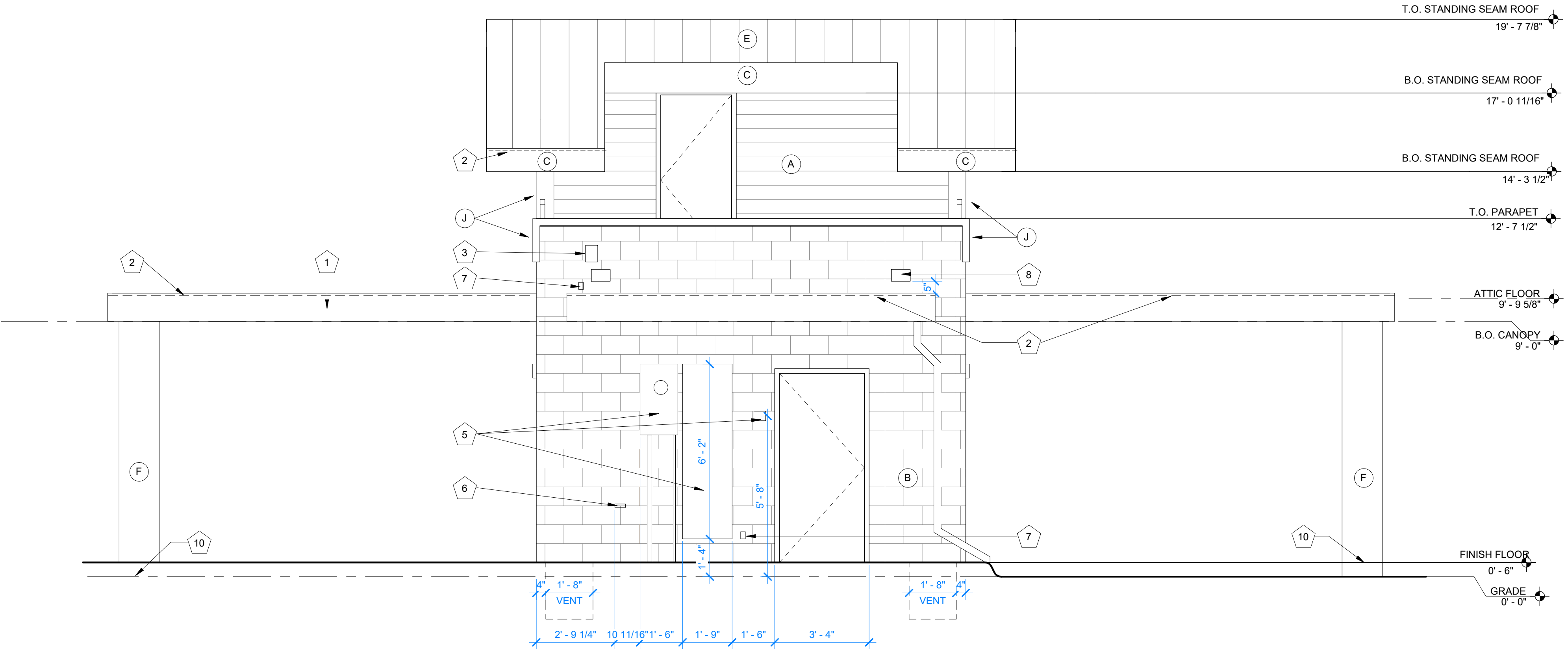
THIS BUILDING IS BEING FABRICATED IN A CONTROLLED ENVIRONMENT AND TRANSFERRED TO THE JOB SITE. HALL ENGINEERING GROUP HAS BEEN ENGAGED TO CONDUCT 3rd PARTY INSPECTIONS OF ALL FABRICATION WITHIN THE 7 BREW COFFEE WAREHOUSE. THE INSPECTION WILL INCLUDE STRUCTURAL, FRAMING, BUILDING, PLUMBING AND ELECTRICAL. JUSTIN HALL, MAS, PE WILL BE THE 3rd PARTY PROFESSIONAL OF RECORD (PE #11050) FOR THESE INSPECTIONS.

EXTERIOR ELEVATION KEYNOTES

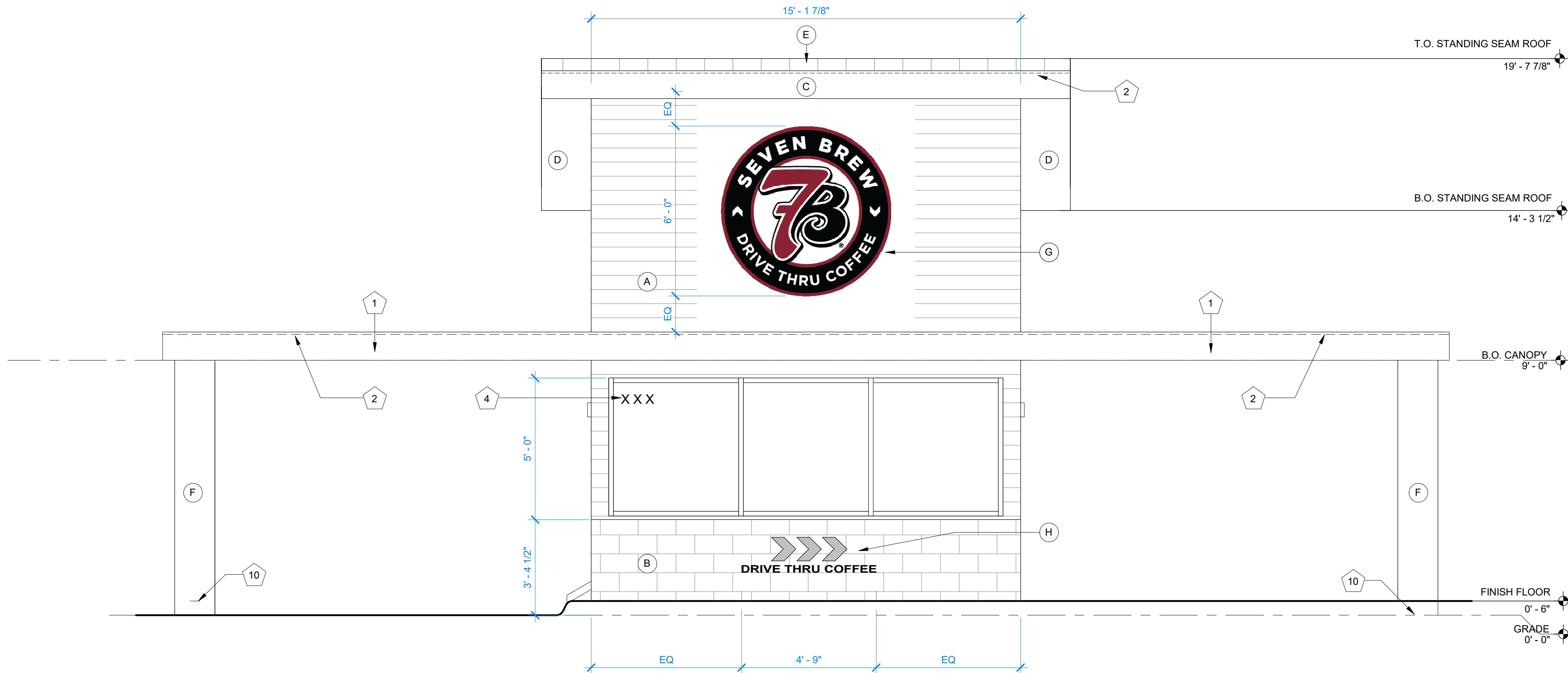
Note Number	Note Text
1	PRE-ENGINEERED ALUMINUM CANOPY BY OTHERS; SEE SHOP DRAWINGS
2	NEON FLEX LIGHT
3	WALL MOUNTED SPEAKER SYSTEM
4	ADDRESS NUMBERS TO BE 8" TALL x 2" BRUSH STROKE
5	ELECTRICAL EQUIPMENT; SEE ELECTRICAL
6	FROST-PROOF HOSE BIBB
7	EXTERIOR WEATHER-PROOF OUTLET; SEE MEP
8	ROOF SCUPPER DRAIN - TYP OF 2
9	SURFACE MOUNTED SIGN BOX - TYP OF 3
10	TOP OF FOOTER. COORDINATE WITH CIVIL.
11	GUARDRAIL; 3' - 6: ABOVE ATTIC FLOOR

EXTERIOR ELEVATION MATERIALS LEGEND

Note Number	Note Text
A	HORIZONTAL METAL SIDING (MP-1)
B	SWISS PEARL DECORATIVE WALL PANELS (PL-1)
C	REGAL BLUE BRAKE METAL FASCIA (MP-2)
D	REGAL BLUE SOFFIT PANELS (MP-2)
E	REGAL BLUE STANDING SEAM ROOF PANELS (MP-2)
F	REGAL BLUE BRAKE METAL (MP-2) ON COLUMN FURR-OUT (TYP.)
G	ROUND STOREFRONT SIGN; SUPPLIED AND INSTALLED BY SIGN CONTRACTOR
H	1/4" THICK ACRYLIC SIGNAGE APPLIED TO SIDING WITH VH DOUBLE SIDE TAPE
J	COLONIAL RED BRAKE METAL CAP (MP-3)
K	ZINC GRAY BRAKE METAL CAP (MP-4) (SHOWN SHADED)
L	ILLUMINATED STOREFRONT SIGNAGE BY SIGN CONTRACTOR



2 EXTERIOR ELEVATION - BACK
3/8" = 1'-0"



1 EXTERIOR ELEVATION - FRONT
3/8" = 1'-0"



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EXAPMLE - NOT USED FOR CONSTRUCTION

ARCHITECT OF RECORD MUST CHANGE TITLE BLOCK AND COVER SHEET TO BE THEIR OWN DRAWINGS.

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EXTERIOR ELEVATION KEYNOTES

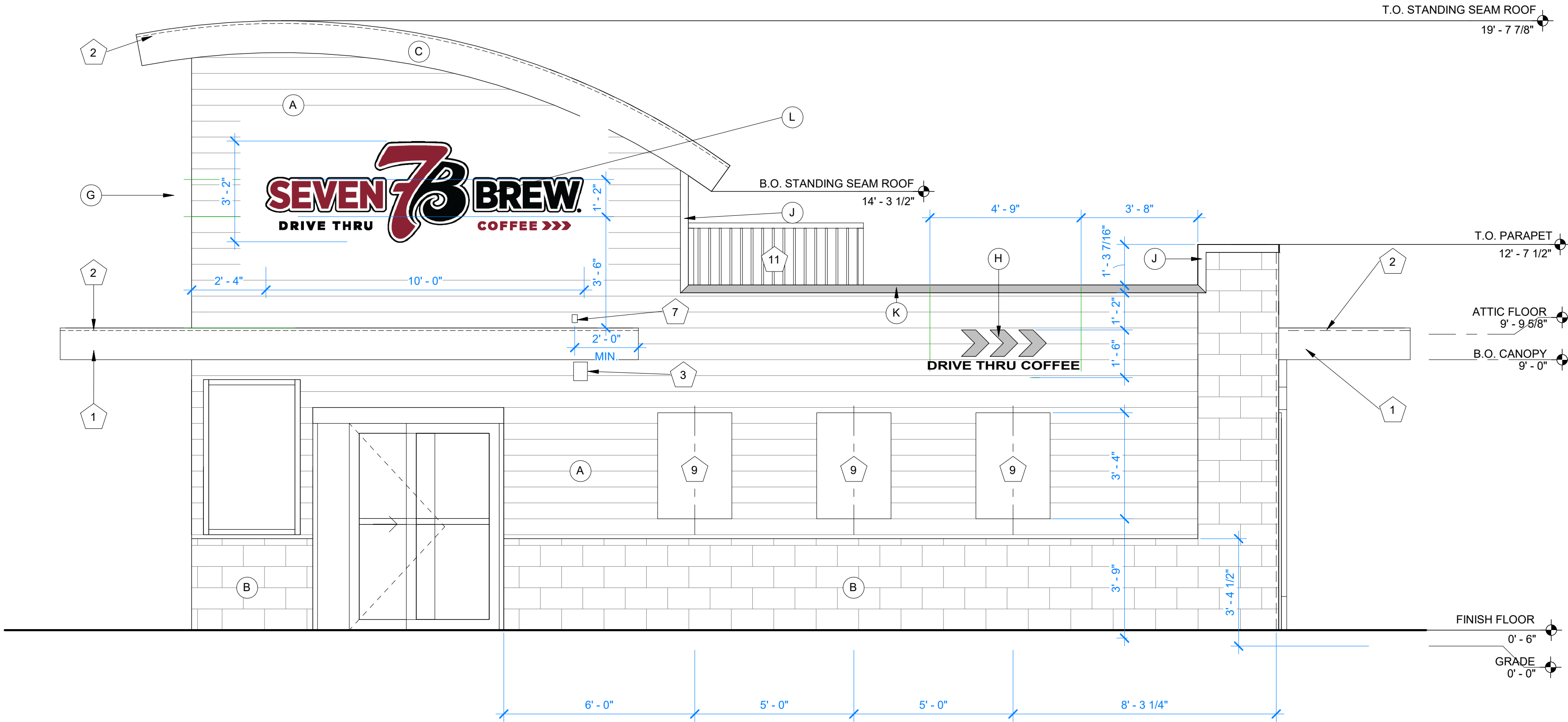
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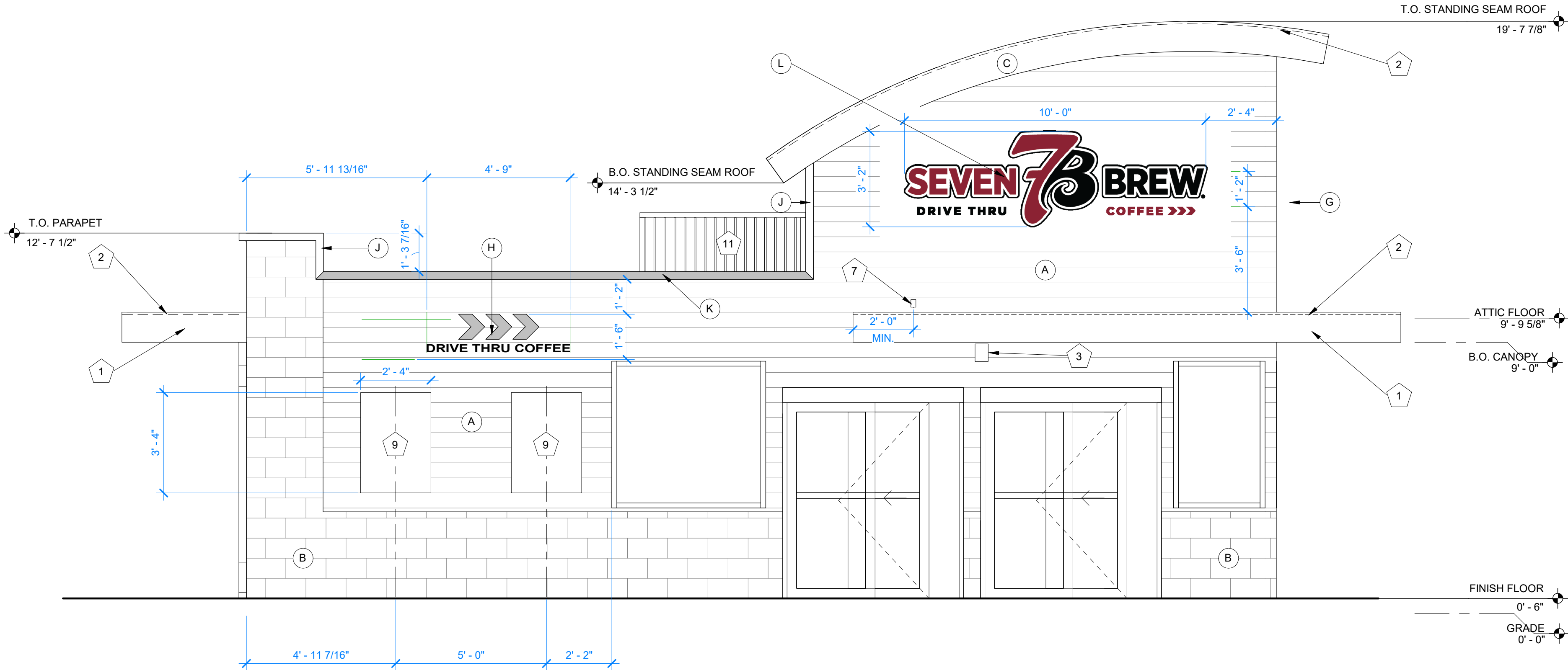
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K	ZINC GRAY BRAKE METAL CAP (MP-4) (SHOWN SHADED)
L	ILLUMINATED STOREFRONT SIGNAGE BY SIGN CONTRACTOR



2 EXTERIOR ELEVATION - RIGHT SIDE
3/8" = 1'-0"



1 EXTERIOR ELEVATION - LEFT SIDE
3/8" = 1'-0"



John Schebaum

From: Wiest, Jeremy (MDOT) <WiestJ@michigan.gov>
Sent: Wednesday, March 2, 2022 8:56 AM
To: John Schebaum
Subject: RE: 2537 US Highway 31 Traverse City, MI Proposed Development - BFA 7146
Attachments: Traverse City MI Conceptual 2.0 02-18-22.pdf

Good morning John,

Our office has reviewed the attached conceptual plans for the proposed coffee shop development. This e-mail serves as the Michigan Department of Transportation's consent to reuse the existing driveway at 2537 US-31, Traverse City Michigan. A permit is not necessary for the reuse. If you need anything further from our office please do not hesitate to contact me.

Thanks!

Jeremy

Jeremy R Wiest, P.E.

Permit Engineer

Michigan Department of Transportation
Traverse City Transportation Service Center
2084 US-31 South, Suite B
Traverse City, MI 49685
Cell Phone: 231-649-9907

From: John Schebaum <jschebaum@bfaeng.com>
Sent: Monday, February 28, 2022 9:00 AM
To: Wiest, Jeremy (MDOT) <WiestJ@michigan.gov>
Cc: Kevin Myers <km@netleasedev.com>
Subject: 2537 US Highway 31 Traverse City, MI Proposed Development - BFA 7146

CAUTION: This is an External email. Please send suspicious emails to abuse@michigan.gov

Good Morning Jeremy,

Please see the attached Conceptual Site Plan regarding the proposed development in Traverse City, Michigan we discussed last week.

We do not plan to make any improvements within the ROW, or any changes to the existing access. Please let me know if you have any comments or questions.

This development will be reviewed by the Garfield Township in order to obtain a Special Use Permit, so I would anticipate that they will reach out to you for comments in the future as well.

Thanks,

John Schebaum, PE

BFA, Inc. | 103 Elm Street | Washington, MO 63090

Direct 636.231.4337

Office 636.239.4751

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