

**CHARTER TOWNSHIP OF GARFIELD
PLANNING COMMISSION MEETING**

Wednesday, February 12, 2025 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 – January 22, 2025

4. Correspondence

5. Reports

- a. Township Board
- b. Planning Commissioners
 - i. Zoning Board of Appeals
 - ii. Parks and Recreation Commission
 - iii. Joint Planning Commission
- c. Staff Report
 - i. PD-2025-10 – Planning Department Monthly Report – February 2025

6. Unfinished Business

- a. PD-2025-11 – Tower North Wireless Communication Facility SUP – Follow-Up
- b. PD-2025-12 – Copper Ridge PUD Major Amendment – Follow-Up

7. New Business

- a. PD-2025-13 – BATA / TCHC PUD Minor Amendment – Flats at Carriage Commons
- b. PD-2025-14 – Ollie's Bargain Outlet – C-P District Site Plan Review

8. Public Comment

9. Other Business

- a. Election of Vice Chair

10. Items for Next Agenda – February 26, 2025 at 6:00 PM

- a. Joint Meeting of the Township Board and Planning Commission

11. Adjournment

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

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

**CHARTER TOWNSHIP OF GARFIELD
PLANNING COMMISSION MEETING
January 22, 2025**

Call Meeting to Order: Chair DeGood called the January 22, 2025 Planning Commission meeting to order at 7:00pm at the Garfield Township Hall.

Pledge of Allegiance

The Pledge of Allegiance was recited by all in attendance.

Roll Call of Commission Members:

Present: Molly Agostinelli, Joe Robertson, John Racine, Cara Eule, Chris DeGood, and Robert Fudge

Absent and Excused: Pat Cline

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

1. **Public Comment (7:02)**
None

2. **Review and Approval of the Agenda – Conflict of Interest (7:21)**
Chair DeGood asked to add item d to Other Business – Training Opportunities for Planning Commissioners.

Agostinelli moved and Fudge seconded to approve the agenda as amended.

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

3. **Minutes (7:03)**

a. January 8, 2024 Regular Meeting

Commissioners asked to clarify where the word “amplified” should be inserted into the December 11, 2024 minutes. Condition #6 to the Two Brothers Dog Park item will now read as follows: *Amplified music and other amplified sound shall be prohibited in the outdoor dog park area.*

Fudge moved and Robertson seconded to approve the January 8, 2024 minutes as amended noting the change to condition #6 in the December 11, 2024 minutes which was not clear in the January 8, 2025 minutes.

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

4. **Correspondence (7:04)**

DeGood noted he received an issue of the Michigan Township Association magazine on his desk as Chair.

5. Reports (7:31)

Township Board Report

Agostinelli stated that the water situation between Garfield Township and the City of Traverse City was discussed at length. The City is holding approval of several projects at this time until the water contract between the Township and the City can be reviewed and renegotiated.

Planning Commissioners

i. Zoning Board of Appeals

Fudge said that a request was denied for a side setback at the January meeting.

ii. Parks and Recreation Commission

DeGood reported that there will be a meeting next month

iii. Joint Planning Commission

Racine stated that a meeting will be held later in the month.

Staff Report

Staff had no report

6. Unfinished Business

None

7. New Business

a. PD 2025-5 – 2024 Planning Commission Annual Report (7:08)

The 2024 Charter Township of Garfield Planning Commission Annual Report was prepared pursuant to the requirements of Section 19(2) of the Michigan Planning Enabling Act. Hannon reviewed the 2024 Annual Report and planning activities with commissioners.

Robertson moved and Agostinelli seconded THAT the 2024 Planning Commission Annual Report, as provided in Planning Department Report 2025-5, BE APPROVED and FORWARDED to the Township Board.

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

b. PD 2025-6 – Zoning Ordinance Amendments on “Substantial Construction” Definition, Signs, and Lighting - Discussion (7:17)

Sych provided updates on these three areas recently discussed by the Planning Commission. Staff offered a definition for substantial construction as follows:

“Substantial construction” means the site work must progress beyond grading and completion of structural foundations, and construction must be occurring above grade to be considered substantial work.

Planning Commissioners discussed the definition and asked questions. Extensions were discussed in light of changing conditions in the economy or other unforeseeable conditions. This definition would apply to all projects going forward. Commissioners pointed out that the wording of “has not commenced” could be problematic. Staff will tweak the language and bring the definition back to commissioners and possibly add an illustration.

Site plans, including administrative site plans approved by Staff or site development plans approved by the Planning Commission, are only valid for 12 months. An extension of time can be granted in writing by the approval authority on the basis that the owner or applicant maintains a good faith intention to proceed with construction. Staff recommends applying the existing extension provisions in Section 423.K for a special use permit approved by Planning Commission to a site development plan approved by the Planning Commission or an administrative site plan approved by Staff. The Zoning Ordinance would have to be amended to accommodate this extension provision. Commissioners and staff discussed the proposal briefly and agreed that staff would bring back language for approval.

Concerns were raised about lighting at some of the newer developments in the township. Staff identified several items for discussion in Section 517 of the zoning ordinance such as neon lighting, a lighting plan requirement, lighting at outdoor recreational facilities, heights of lighting poles, possibly providing illustrations and definitions as well as updating format and tables. Staff stated that any changes regarding the lighting ordinance needed to be enforceable and further language pertaining to lighting would be brought back to commissioners.

Attorneys are still reviewing the signage portion of the ordinance.

- c. **PD 2025-7 – Housing TIF Potential Policies – Discussion (8:16)**
Sych talked about Brownfield Redevelopment Financing Act since it was passed in 1996. In 2023, the state legislature amended the act to utilize the act for housing development. With this new legislation, property is no longer required to be a traditional brownfield site if it is going to be used for housing. The Michigan State Housing Development Authority (MSHDA) can approve state TIF for new housing development for residents earning up to 120% of area median income. Now commonly called Housing Tax Increment Financing or HTIF, this approach utilizes the capture of new tax revenue generated through increased taxable value

of the housing development. Staff identified a need for policy regarding these Housing Tax Increment Financing projects. Staff also identified several criteria that could be included in the policy such as focusing on areas served by municipal water and sewer, and focusing on starter homes. Public improvements could also be done in conjunction with housing developments. While this is a funding mechanism to support housing, its application has impact on land use patterns in the Township. Therefore, input on how a HTIF is applied warrants Planning Commission discussion. Commissioners asked questions and discussed the proposed policy.

8. **Public Comment (8:39)**
None

9. **Other Business**

a. **Zoning Atlas – Review of *Michigan Planner* Article (8:39)**

Hannon stated that an interactive Zoning Atlas is something that the Township should collaborate on to show key housing-related aspects of zoning code. Such an atlas shows where certain types of housing can be built in an area. He added that this is zoning on a regional scale and it could uncover opportunities and challenges for housing.

b. **Review of Officers (8:54)**

Staff said that according to the Planning Enabling Act, Agostinelli is considered an ex-officio member since she is a representative from the Township Board. This may pose a problem since she was elected as Vice Chair and ex-officio members may not chair meetings. Planning Commissioners discussed the issue and decided to let staff place *Election of a Vice Chair* on the next agenda.

c. **Amendment to Planning Commission Meeting Schedule – Joint Meeting with Township Board on February 26, 2025 at 6:00pm. (9:02)**

Agostinelli moved and Robertson seconded to amend the Planning Commission Meeting schedule to reflect that the February 26, 2025 Joint Meeting will begin at 6:00pm.

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

d. **Training Opportunities for Planning Commissioners (9:02)**

Sych would like to have training opportunities available for Planning Commissioners. He added that the Michigan Association of Planning has some recorded trainings which could be shown at study sessions. He cited several useful upcoming trainings and said that other municipalities could be invited to participate.


10. Items for Next Agenda – February 12, 2025 (9:11)

- a. Tower North Wireless Communication Facility SUP – Public Hearing Follow-Up
- b. Copper Ridge PUD Major Amendment – Findings of Fact Follow-up
- c. Ollie's Bargain Outler – CP- Site Plan Review

11. Adjournment

Fudge moved to adjourn the meeting at 9:12pm.

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

 Charter Township of Garfield Planning Department Report No. 2025-10		
Prepared:	February 4, 2025	Pages: 2
Meeting:	February 11, 2025 Township Board	Attachments: <input type="checkbox"/>
Subject:	Planning Department Monthly Report – February 2025	

PURPOSE:

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

DEVELOPMENTS:

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

TowerNorth Wireless Communication Facility – Special Use Permit Review

- *Location:* 2767 Zimmerman Road, west side of Zimmerman Road, north of Silver Lake Road intersection
- *Development Description:* Proposed monopole wireless communication facility (cell tower)
- *Status:* The Planning Commission tabled the application at their 6/12/2024 meeting and requested more information on the application. Commissioners tabled the application at their 7/10/2024 meeting so that the applicant can propose a different location on the site for the proposed tower which meets setback standards for wireless communication facilities and again tabled the application at subsequent meetings on 8/14/2024, 9/11/2024, and 10/9/2024. The applicants proposed a new tower location which was provided to the Planning Commission at their 11/6/2024 meeting. Commissioners reviewed an updated site plan and materials at the 12/11/2024 meeting. The public hearing was held during their 1/8/2025 meeting. During the public hearing, several members of the public expressed concern about the potential negative impacts of the proposed tower. The Commissioners tabled the application, referred questions to the Township Attorney, and will review any new information during their 2/12/2025 meeting.

Copper Ridge PUD – Major Amendment

- *Location:* Multiple parcels and addresses; north side of Silver Lake Road near Barnes Road
- *Development Description:* Proposed addition of residential uses to existing development
- *Status:* The Planning Commission held an introduction for the application at their meeting on 11/6/2024. The public hearing was held at their 12/11/2024 meeting. Commissioners motioned for Staff to prepare the draft Findings of Fact for consideration at their 1/8/2025 meeting. There were several outstanding concerns from Commissioners and members of the public. Commissioners tabled the application to allow the applicants to address these concerns and will review any new information during their 2/12/2025 meeting.

Cherryland Humane Society – Special Use Permit Major Amendment Review

- *Location:* 1750 Ahlberg Drive; southeast of the intersection of Hammond Road and Keystone Road
- *Development Description:* Proposed building additions to existing humane society building
- *Status:* The Planning Commission held an introduction for the application at their meeting on 11/6/2024. The public hearing was held at their 12/11/2024 meeting; the Planning Commission motioned for Staff to prepare the draft Findings of Fact. Commissioners approved the application with conditions at the 1/8/2025 meeting.

Ollie's Bargain Outlet – Site Plan Review

- *Location:* 3350 W South Airport Road, part of Grand Traverse Mall, northeast of South Airport and US 31
- *Development Description:* Proposed retailer in former TJ Maxx; proposed outdoor entrance/exit only
- *Status:* The Planning Commission will review this application at their 2/12/2025 meeting

BATA / Traverse City Housing Commission (TCHC) PUD – Minor Amendment

- *Location:* East side of LaFranier Road, north of Hammond Road
- *Development Description:* The applicants request a Minor Amendment to adjust the phasing for installation of the playground and propose locations for internal directional signs
- *Status:* The Planning Commission will review this application at their 2/12/2025 meeting

The Planning Department is also currently conducting the following administrative development review activity:

Golden Swan Management

- *Location:* 2470 Diamond Drive, east side of Cass Road south of West South Airport Road
- *Development Description:* Proposed commercial laundry facility
- *Status:* Under review; additional information requested from applicants

CRM – Facility Expansion

- *Location:* 486 W Welch Court, south of W South Airport Road west of Townline Road
- *Development Description:* Proposed warehouse facility expansion
- *Status:* Under review; additional information requested from applicants

PLANNING:


Other Planning Department activities include the following items:

- The Planning Commission held a study session on Wednesday January 22, 2025. Topics covered during the study session included the following:
 - Reviewing their 2024 Annual Report and forwarding it to the Township Board
 - Discussing potential updates to the lighting regulations (Section 517) in the Zoning Ordinance
 - Reviewing a potential definition for “substantial construction” for the Zoning Ordinance
 - Receiving an update on the legal review of the sign regulations in the Zoning Ordinance
 - Discussing potential policies for Housing Tax Increment Financing (HTIF) proposals
 - Reviewing the Michigan Zoning Atlas project recently featured in *Michigan Planner* magazine
 - Confirming the joint meeting with the Township Board for Wednesday February 26 at 6:00 PM
- The Planning Department is gathering data to build a GIS database of the streetlights in Garfield Township. Three entities provide streetlights in the Township: Cherryland Electric Cooperative, Consumers Energy, and Traverse City Light & Power. Staff have gathered data from two of the three entities and begun building the data set.

STAFF:

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

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

 Charter Township of Garfield Planning Department Report No. 2025-11		
Prepared:	February 5, 2025	Pages: 9
Meeting:	February 12, 2025 Planning Commission	Attachments: <input checked="" type="checkbox"/>
Subject:	TowerNorth Wireless Communication Facility Special Use Permit – PH Follow-Up	
File No.	SUP-2024-02	Parcel No. 05-019-001-00 (part)
Applicant:	TowerNorth Development, LLC	
Agent:	Jaime Mathew w/Kimley-Horn and Associates, Inc.	
Owner:	Frank A Bare	

BRIEF OVERVIEW:

- 2767 Zimmerman Road – west side of Zimmerman Road north of Silver Lake Road
- Approximately 42.25 acres (entire parcel); approximately 0.23 acres (lease parcel area)
- Portion of one of the parcels containing the existing Alpers gravel mining operation
- A-Agricultural zoning district

PURPOSE OF APPLICATION:

This application requests a Special Use Permit (SUP) for a wireless communication facility (cell tower) at 2767 Zimmerman Road. The applicants propose a 155-foot-tall monopole tower with associated antenna equipment within a fenced-in compound. Wireless communication facilities are permitted via SUP in the A-Agricultural zoning district.

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



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



APPLICATION HISTORY:

The application has been reviewed at the following Planning Commission meetings:

- June 12, 2024 – Application tabled, more information was requested
- July 10, 2024 – Update, application was tabled, applicant was requested to move the proposed location of the tower to meet all setback requirements
- August 14, 2024 – Update #2
- September 11, 2024 – Update #3
- October 7, 2024 – Update #4
- November 6, 2024 – Update #5
- December 11, 2024 – Updated Site Plan
- January 8, 2025 – Public Hearing
- February 12, 2025 – Follow-Up to the Public Hearing

BACKGROUND:

At the July 10, 2024 meeting, the Planning Commission tabled the application and requested the applicant move the location of the proposed tower, to meet all the setback requirements for wireless communication facilities. On October 29, 2024, Staff received a sketch illustrating an updated tower location, which was presented to Planning Commissioners at the November 6, 2024 meeting. The applicants provided updated drawings including a site survey, site plan detail, and aerial vicinity plan, which were presented to Planning Commissioners at the December 11, 2024 meeting. The Planning Commission scheduled a public hearing on the application for their January 8, 2025 regular meeting.

These updated drawings show that the proposed tower will be at least 244 feet away from the existing house on the site and at least 160 feet away from the nearest property line to the south. The proposed tower will be 155 feet tall. The tower would be placed in a 60' x 60' fenced-in area with a 6'-high chain link fence. When the application was tabled, one of the main issues was that the previously proposed tower location was within 155 feet (the tower height) of both the existing house and the nearest property line to the south.

FOLLOW-UP TO THE PUBLIC HEARING:

At the public hearing, the Planning Commission heard from several members of the public, both in person and through written correspondence, who were concerned about the proposed tower and its proximity to nearby residential areas. Several people were concerned about the potential effects of radiation from the tower. Staff researched the issue prior to the public hearing and found information indicated the Township is likely limited in its ability to regulate wireless communication facilities based on environmental factors if they meet the regulations of the Federal Communications Commission (FCC). Specifically, the United States Code states the following on the issue:

Title 47, Chapter 5, Subchapter III, Section 332(c)(7)(B)(iv) of the United States Code:

“No State or local government or instrumentality thereof may regulate the placement, construction, and modification of personal wireless service facilities on the basis of the environmental effects of radio frequency emissions to the extent that such facilities comply with the Commission's regulations concerning such emissions.”

The Planning Commission motioned for the Township Attorney to review if the Township has any authority to regulate the proposed tower location based on environmental concerns brought up at the public hearing, including the language from the United States code described above and any case law addressing the issue. The Township Attorney provided a memorandum documenting their review of these questions, which is attached to this report. The Township Attorney indicated they “believe that the law explicitly prohibits any regulation based on environmental concerns related to radio frequency.”

STAFF COMMENT:

Based on the information provided by the Township Attorney, Staff are of the opinion that the Township cannot use the environmental effects of radio frequency emissions to regulate the location of the proposed tower and thus the Planning Commission cannot consider this when evaluating the application. Planning Commissioners can evaluate how this application meets the Approval Criteria for special use permits in Section 423.E as well as the requirements for wireless communication facilities of Section 792. The staff report for the previous meeting (PD-2025-2) contained an analysis of the application against the standards of Section 792; this analysis is included at the end of this report.

Wireless communication facilities are permitted via special use permit in the A-Agricultural zoning district. If the Planning Commission directs Staff to prepare Findings of Fact for this application, the findings will be based on the Approval Criteria for special use permits in Section 423.E as well as the requirements for wireless communication facilities of Section 792.

SITE DESIGN AND ZONING COMPLIANCE OVERVIEW:

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

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

ACTION REQUESTED:

Following the presentation by the applicant and Commissioner discussion, if the Planning Commission is prepared to direct Staff to prepare Findings of Fact, then the following motion is offered for consideration:

MOTION TO direct staff to prepare Findings of Fact for application SUP-2024-02, submitted by TowerNorth Development, LLC for a Special Use Permit for a wireless communication facility at 2767 Zimmerman Road, on a portion of Parcel #05-019-001-00, for the Planning Commission Regular Meeting on March 12, 2025.

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

Attachments:

- 1. Analysis of the application versus the standards of Section 792 (pages 5-9 of this report)
- 2. Memorandum from Abbie Hawley, Olson and Howard, dated February 3, 2025

ZONING ORDINANCE STANDARDS FOR WIRELESS COMMUNICATION FACILITIES:

The Zoning Ordinance includes a set of definitions regarding wireless communications (e.g., collocation, equipment, facility, support structure, and equipment compound). The Zoning Ordinance also includes the following supplemental standards applicable to all wireless communication facilities and antennae within Section 792.F. Staff comments on these standards are as follows:

(1) Number of Facilities to be Minimized

- (a) **Generally:** *Antenna supporting structures must be located in a manner that is consistent with township's interest in land-use compatibility. No antenna supporting structure will be permitted unless the applicant demonstrates that the proposed antenna cannot be accommodated on an existing antenna supporting structure.*

There is an existing water tower about 3/4-mile away from this site in the Heritage Estates subdivision with wireless communication equipment on it. At the July 10, 2024 meeting, the Planning Commission discussed information submitted by the applicant about why the Heritage Estates location is not feasible, including the following:

- The water tower is about 68 feet tall which offers a shorter area for providing cell coverage.
- The water tower could be decommissioned in the future and not be available for collocation of wireless communications equipment.
- The water tower site is zoned R-1 One-Family Residential, which does not permit wireless communication facilities, so permitting a new tower at the water tower site is not feasible.
- The water tower is not designed structurally to support an extension for a tower.
- The water tower site is located within a residential neighborhood, which may not be a compatible location for a new tower.

Staff also corresponded with the Township Engineer regarding the water tower. While the water tower is anticipated to be in place for at least the next few years, there is a possibility that the water tower could be decommissioned in the future. Therefore, it appears that the proposed antenna cannot be accommodated on an existing antenna supporting structure.

- (b) **Letters of coordination:** *The applicant must provide documentation that a notice was mailed, via certified mail, to all providers or, where applicable, to owners of existing antenna supporting structures, and that the applicant was unable to secure a lease agreement with a provider to allow the placement of the proposed antennae on an existing structure or building within the geographic search area.*

In their response letter dated July 2, 2024, the applicant provided additional information on the search process for this location and indicated “no existing towers are located within the 0.5-mile search area or within 1.0 mile of the proposed tower location.” The response letter provides additional information on why the water tower in Heritage Estates is not feasible for this project. The water tower is about 3/4-mile from the proposed tower; the next nearest tower is about 1.5 miles away.

(c) **Additional evidence:** *As appropriate, the following evidence may also be submitted to demonstrate compliance with this section:*

- (i) *That no existing wireless communications facility within the geographic search area meets the applicant's radio frequency engineering or height requirements;*
- (ii) *That no building or structure within the geographic search area has sufficient structural strength to support the applicant's proposed antennae; or*
- (iii) *That there are other limiting factors that render collocated, surface-mounted, or roof-mounted facilities unsuitable or unreasonable.*

As indicated above, the applicant's response provides additional information on why the Heritage Estates location is not feasible. The water tower is roughly 3/4 miles from the proposed tower; the next nearest tower is about 1.5 miles away.

(2) Construction

Antenna supporting structures shall be constructed utilizing monopole or freestanding lattice type construction only, unless the applicant is able to demonstrate that such a structure cannot accommodate the proposed or future antennae.

The proposed tower will be a monopole structure.

(3) Setbacks

(a) *Antenna supporting structures, equipment enclosures, and ancillary appurtenances must meet the minimum setback requirements for the zoning district in which they are proposed.*

The proposed leased area site is on a parcel zoned as A-Agricultural. The setbacks in the Agricultural zoning district are 30 feet (front), 20 feet (each side), and 35 feet (rear). The proposed tower is about 160 feet from the nearest lot line to the south and the leased area is about 110 feet from the nearest lot line to the south. The proposed tower and leased area appear to meet the minimum setback requirements for the A-Agricultural district.

(b) *In addition to complying with (a) above, antenna supporting structures must also be set back a distance equal to their overall height from the lot line of any lot that contains a residential use, that is vacant but may be used for residential purposes, or that is within a residential zoning district; however, guy-wire anchors need only comply with the provisions of subsection (a), above.*

The proposed wireless tower is on the same parcel as an existing house shown on the site plan, and the parcel is zoned A-Agricultural. The height of the proposed tower is 155 feet. The proposed tower is about 160 feet from the nearest lot line to the south and at least 244 feet away from the existing house on the site.

(c) *The setback requirements specified in (a) and (b) above are minimums. Any proposed wireless communication facility or antenna proposed and requiring SUP application and approval may have a greater setback requirement imposed by the Planning Commission if substantiated by a need to minimize the visual, aesthetic, and public safety impacts of the facility or antenna.*

The Planning Commission may consider additional setbacks if necessary.

(4) Accommodation of Future Collocations

- (a) *Antenna supporting structures must be designed to accommodate future collocations by at least two (2) additional service providers. A notarized statement by the applicant to this effect shall be provided by the applicant. The exact amount of additional equipment to be accommodated will be agreed upon during the application review and approval process.*

The cover letter indicates the facility will be able to accommodate 2 additional collocations.

- (b) *The proposed location of a wireless communication facility shall be adequately sized and configured to allow the placement of at least two (2) additional communication equipment shelters.*

The updated site plan shows 2 20'x12' spaces being reserved for lease areas for others.

- (c) *Wireless communication towers shall reserve space on the tower for at least one (1) public safety antenna, and shelter or ground space to accommodate one (1) equipment shelter if deemed necessary.*

The cover letter indicates that the applicants will work with the Township on installing a public safety antenna and ground equipment if deemed necessary.

- (d) *As a condition of approval under this article, the applicant must submit a shared use plan that commits the owner of the proposed antenna supporting structure to accommodate future collocations where reasonable and feasible in light of the criteria set forth in this section.*

The applicants note this requirement and that allowing for collocation is required by the Federal Telecommunication Act of 1996.

- (e) *The provisions of (a) through (d) above shall not apply to Residential Facilities.*

The proposed monopole cell tower is not a Residential Facility.

(5) Equipment Shelter Design and Height

The design and materials used in the construction of the equipment shelter shall, to the extent possible, blend the structure with the surrounding built or natural environment. The equipment shelter shall not exceed fifteen (15) feet in height.

The cover letter notes the ground equipment will be less than 15 feet in height. The updated site plans need to show an elevation sketch of the ground equipment and shelter.

(6) Lighting

- (a) *No lights, signals, or other illumination will be permitted on any antenna supporting structure or ancillary appurtenances unless the applicant demonstrates that lighting is required by the Federal Aviation Administration (FAA), the Federal Communications Commission (FCC), or the Michigan Department of Transportation Bureau of Aeronautics (MDOT-BOA). No existing facility or antenna shall be modified in any way which would cause the structure to require lighting unless a SUP is first approved permitting such modification and lighting.*

The applicant states the FAA Determination of No Hazard to Air Navigation indicates that no lighting is needed for aviation safety.

(b) Site lighting shall comply with the lighting standards of this Ordinance.

If any lighting is determined to be needed in the future, it shall meet the lighting standards of Section 517 in the Zoning Ordinance.

(7) Color

Antenna supporting structures and ancillary appurtenances, including transmission lines, must maintain a galvanized grey finish or other contextual or compatible color as determined by the township, except as otherwise required by the FAA, the FCC, or the MDOT-BOA.

The cover letter states the tower will be designed with galvanized steel and the proposed antennas will be off-white to grey in color. The proposed cables will be routed within the monopole tower but would be grey to black in color.

(8) Fencing

A fence of at least six (6) feet in height from finished grade must be installed in order to enclose the base of the antenna supporting structure and associated equipment enclosures. Access to the antenna supporting structure must be controlled by a locked gate. The fence must be constructed in accordance with §515 Fences and Walls, of this ordinance, except that barbed wire construction may be allowed at the discretion of the applicant.

The updated site plan shows a 60' x 60' fenced-in area with a 6'-high chain link fence and indicates that there will be a 12-foot-wide double leaf gate and a 4-foot-wide swing gate for the fenced area. There is also a proposed entrance gate for the drive leading up to the leased area, details of which are shown on the site plan.

(9) Landscaping

Wireless communication facilities and antenna shall be effectively screened to obscure views of the tower base, equipment shelter, security fencing, and/or guy wire anchors from adjacent uses and public rights-of-way. In locations where the visual impact of the tower will be minimal or where existing vegetation or topography provide an effective natural screening, the Planning Commission may modify or waive this requirement.

The cover letter indicates that the existing parcel has pine trees and landscaping along the property lines which provide natural screening. The site plan shows an extensive existing landscape buffer on the south lot line. The updated proposed tower location is beyond the existing landscape buffer and so additional plantings may be necessary to help screen the tower from the south. The updated proposed location is set further back from Zimmerman Road which helps limit the visual impact of the tower on the road right-of-way and to the east.

(10) Signs

(a) Except as provided for in (b) and (c) below, no signs may be placed on antenna supporting structures, ancillary appurtenances, equipment enclosures, or on any fence or wall required by this section.

- (b) If high voltage is necessary for the operation of proposed wireless communications facilities, “High Voltage—Danger” and “No Trespass” warning signs not greater than one (1) square foot in area must be permanently attached to the fence or wall at intervals of at least forty (40) feet and upon the access gate.*
- (c) A sign not greater than one (1) square foot in area must be attached to the access gate that indicates the following information:*
- (i) Federal registration number, if applicable;*
 - (ii) Name of owner or contact person; and*
 - (iii) Emergency contact number.*

The cover letter states that no signs are proposed for this project except for a sign with the emergency contact information placed on the equipment cabinet door. Also, a sign with the FCC registration number will be located on the fence gate.


MEMORANDUM

To: Garfield Township Planning Commission
From: Abbie Hawley
Date: February 3, 2025
Re: Regulation of Wireless Communications Facilities Placement

I have been asked to provide a legal review of the Planning Commission's ability to regulate the placement of Wireless Communication Facilities (i.e., wireless towers) based on concerns regarding the health impacts of radio frequency emissions. While Section 792 of the Township's Zoning Ordinance grants the Planning Commission discretion to determine the setback for these facilities in terms of aesthetics and public safety, I believe that the law explicitly prohibits any regulation based on environmental concerns related to radio frequency.

According to federal law, while local zoning authorities retain general rights to regulate the placement, construction, and modification of wireless service facilities, they may not do so "on the basis of the environmental effects of radio frequency emissions to the extent that such facilities comply with the [FCC's] regulations concerning such emissions." 47 USC § 332(c)(7)(B)(iv).

The Zoning Ordinance does not appear to be preempted by federal law, as there may be other legitimate reasons to regulate a tower's placement due to safety concerns, such as ensuring adequate space and access for emergency services providers. However, regulating placement based on health concerns regarding radio frequency is not allowed.

 Charter Township of Garfield Planning Department Report No. 2025-12		
Prepared:	February 3, 2025	Pages: 7
Meeting:	February 12, 2025 Planning Commission	Attachments: <input checked="" type="checkbox"/>
Subject:	Copper Ridge PUD Major Amendment – Findings of Fact	
Applicant:	Copper Ridge LLC / Constance Deneweth	
Owner:	Copper Ridge LLC / Constance Deneweth	
Agent:	Northview 22 LLC / Sarah Keever	
File No.	SUP-2000-08-O	
Parcel No.	05-096-900-00 and associated Copper Ridge parcels	

PURPOSE OF APPLICATION:

Approved in 2000, the Copper Ridge Planned Unit Development (PUD) is a mixed-use development, including medical clinics, offices, commercial establishments, and single family and multi-family residential dwellings. A request to amend the PUD is being considered according to Section 423.G of the Zoning Ordinance that incorporates different land uses in locations than requested in the original application and the potential to restore the number of residential dwelling units. With these proposed changes, Staff has determined that this amendment constitutes a major amendment which requires a public hearing, Planning Commission review and recommendation, and Township Board approval. There are four unbuilt locations that are being adjusted to accommodate a land use mix of office, commercial, and residential.

SUBJECT PROPERTY:

The Copper Ridge PUD is located on the north side of Silver Lake Road, northeast of Barnes Road.

Aerial image of the subject property (property lines highlighted in blue):



SITE DESIGN AND ZONING COMPLIANCE OVERVIEW:

The proposed amendment is the conversion of three building locations in the Copper Ridge Professional Center from general office to office, commercial, or residential, and the conversion of one building location in the Copper Ridge Retail Marketplace from retail and office to office, commercial or residential.

No change in the previously approved building footprints is being proposed and most requirements are currently met by the current development. However, staff does offer the following comments regarding site design and compliance with the Zoning Ordinance:

Written Consent

With an application to amend an approved PUD, the application shall include written consent to the application by the owner(s) of at least sixty (60) percent of approved development sites or land area within the planned development. In this case, Copper Ridge LLC, the managing entity of the Copper Ridge PUD, has obtained the necessary signatures.

Residential Dwelling Units

Since its original approval in 2000, the PUD was amended resulting in a reduction in the total number of residential units. The original PUD had proposed 183 residential units. The PUD was amended to accommodate only 93 residential units.

This proposed amendment to the PUD would return residential units to the four remaining unbuilt locations. The increase in residential would result in up to 90 new residential units and thus potentially restore the number of residential units back to 183 total units.

Land Uses

The proposed amendment would provide for an array of allowed land uses in the four remaining unbuilt locations: Buildings 3 and 4, Retail Center Building R4 (formerly Retail Center Building 3) and Building 10 (formerly Building 9). While this area of the PUD primarily focused on office uses when it was approved in 2000, the market demand for office space has drastically dropped. This amendment is intended to provide for land uses that may be more viable to allow for final build out of the PUD.

In follow-up from the January 8th meeting of the Planning Commission meeting, the applicant met with residents in the Eagles View Site Condominium in the Copper Ridge PUD. The applicant also worked with Staff to clarify its proposed uses into three categories:

1. Previously approved land uses restated using Zoning Ordinance definitions.
2. Proposed new uses using Zoning Ordinance definitions.
3. Proposed new uses with modified versions of existing Zoning Ordinance definitions.

See attached exhibit with the color-coded List of Proposed Permitted Uses. Note that dimensional requirements (building square footage, building height, parking spaces, etc.) are not being considered as part of this change and will remain as originally approved in the PUD. Furthermore, land uses not listed are presumed to be prohibited unless the Director of Planning shall determine that a use not mentioned can reasonably be interpreted to fit. Consideration for interpretation of permitted uses may be referred to the Planning Commission.

There was some back-and-forth discussion between the applicant and Staff regarding the list of uses. The applicant submitted a final list of uses on February 4. There are concerns regarding the following added uses:

1. Retail, Low Volume and Retail, Medium Volume (proposed in Building 10). Building 10 had previously been approved for “general and professional offices, service retail.” The term “Service retail” is not defined in the PUD nor the Zoning Ordinance. Staff was unable to find a clear definition of “service retail,” but generally it can be considered as a business selling services, rather than physical goods. A more appropriate defined use would be Service Establishment, Business which is defined in the Zoning Ordinance as “establishments primarily engaged in providing services for businesses including photocopying, equipment rental, and other similar services.” This type of use is complimentary to office uses and would appear to meet the intent of “service retail” in the original PUD. Service Establishment, Business could be added in Buildings 3 and 4 and Retail Center Building R4. Staff recommend that “Service Establishment, Business” replace both Retail, Low Volume and Retail, Medium Volume in the List of Proposed Permitted Uses.
2. Dwelling, Multiple Family, including short-term stays (proposed in Buildings 3 and 4 and Building 10). While generally the proposed uses reflect uses defined by the Zoning Ordinance, the list also proposed one use identified as “Dwelling, Multiple Family, including short term stays.” In the Zoning Ordinance, multiple family dwellings are provided for long-term defined as “in relation to the occupancy of a building or dwelling unit, any period of thirty (30) or more consecutive days.” Short term is defined as “in relation to a building or dwelling unit, any period of less than thirty (30) consecutive days” and are not permitted in dwellings with residential occupancy. Effectively, this results in the Township not permitting short-term rentals in residential areas.

A 2018 opinion by the Michigan Court of Appeals ruled in favor of the Township for its restrictions for short-term rentals (*Concerned Property Owners of Garfield Township v. Garfield Township* issued October 25, 2018). The proposed use of “Dwelling, Multiple Family, including short term stays” has the potential to create an undesired precedence as the Township limits short term rentals from residential areas by creating a new hybrid of “residential” currently not permitted. It may conflict or even jeopardize the Court of Appeals ruling. For this reason, Staff recommends that either Dwelling, Multiple Family be altered by removing the addition of “including short-term stays” or eliminate the use from the List of Proposed Permitted Uses.

Vehicle Parking

Based on the following analysis, the demand for parking and the required parking will be less with the conversion from office to multi-family residential.

- Current use: Office
 - Minimum required spaces: 1 for each two hundred (200) square feet of floor area
 - Maximum required spaces: 1 for each one hundred (150) square feet of floor area
 - An 800-square foot office requires a minimum of 4 spaces and a maximum 5 spaces
- Proposed use: Dwelling, Multiple Family
 - Minimum required spaces: 1.5 per dwelling unit
 - Maximum required spaces: 2.0 per dwelling unit
 - An 800-square foot apartment requires a minimum of 1.5 spaces and a maximum 2 spaces

For the most part, the existing parking areas will continue to support the existing buildings and new buildings except for Building No. 4. A new parking lot is proposed immediately north of Building No. 4 (see parking lot labeled “To Be Built”).

Building Height

Based on the previous approval the building heights would remain intact and are as follows:

- Building 3 and 4: “3-story buildings with offices on 3 levels or 3-story buildings with offices on 2 upper levels and parking on the lower level. All buildings accessed from upper level on west and lower level on east. Maximum building height 48 feet above lowest grade entry.”
- Retail Center Building R4: “2-story building”
- Building 10: “One or 2-story building with a maximum building height of 39 feet.”

The building height described for Buildings 3 and 4 will match the existing office buildings in that vicinity of the PUD. Furthermore, the foundations for these two locations are already in place.

Access to Commons Natural Area

In its original application, a component of the PUD was to provide a trailhead for the Grand Traverse Commons Natural Area, a park owned by the Township. Access to the park is a considerable amenity to the PUD. The trailhead, consisting of about seven parking spaces, is located immediately north of Building No. 4. Currently, that parking location is being improved by the Township along with a new trail segment to the park. Installation of a new sidewalk from the existing trail along Silver Lake Road to the trailhead would provide improved pedestrian connectivity for the PUD and surrounding area. At a minimum, the inclusion of the trailhead in directional signage would help users find the trailhead.

Administrative Site Plan Review

Administrative Site Plan Review will be required for the build out of the four remaining locations. This process was recently applied to the construction of Building No. 7, home to West Front Primary Care PLLC.

PUBLIC COMMENT:

There have been several written communications received from current residents within the PUD and provided to the Planning Commission. The following summary is intended to provide responses to the comments and questions:

- Expansion. The proposed change to the PUD is not an expansion. Rather, the proposed amendment is a slight change in uses and clarification of permitted uses in four locations of the PUD. The four locations have been previously approved, and building could occur on them today according to the previously approved plan.
- Eagle View Site Condominium. There is no change to the Eagle View portion of the PUD.
- Traffic. The PUD is not complete but was designed, constructed, and previously approved to be fully functioning with compatible uses and infrastructure in place to accommodate vehicular and pedestrian circulation.
- Building Height. The building heights were previously approved as part of the original PUD and described above. There are no changes planned to the previously approved building heights.
- Safety. Safety on the site is important and would be best addressed by coordinating with the ownership of the PUD.

STAFF COMMENT:

There are two recommended approaches to moving the application forward:

1. The Staff report for the previous meeting (PD-2025-4) contained the draft Findings of Fact and is included on the following page. If the List of Proposed Permitted Uses is amended as recommended above, then the Findings of Fact below could be made.
2. The other approach is to table the application to amend the List of Proposed Permitted Uses to address the concerns regarding Retail, Low Volume; Retail, Medium Volume; and, Dwelling, Multiple Family, including short term stays.

FINDINGS OF FACT:

- 1) An application has been received to amend the permitted uses in four remaining unbuilt locations within the existing Copper Ridge Planned Unit Development at the corner of Silver Lake Road and Barney Road.
- 2) The proposed amendment would permit a mix of uses at Buildings 3 and 4, Retail Center Building R4 and Building 10.

Section 426.E(4) Criteria

- (a) The uses will be compatible with the natural environment, and with adjacent and surrounding land uses and properties, and will not have an adverse economic, social or environmental impact on adjacent and surrounding land uses and properties;
 - Finding: The Planning Commission finds that this standard HAS BEEN MET because the application proposes clarified uses in a development that is established and substantially completed. The initial plans, including the review and assessment of impacts, were approved by the Township in 2000. The form and design of the development and the established uses are compatible with surround land uses. Since its construction over 20 years ago, this development has not had any adverse impact on surrounding land uses and properties. The list of proposed permitted uses is intended to be complimentary to existing uses while encouraging full build out of the development.
- (b) The uses will be compatible with the capacity of existing public services and facilities, or of planned and feasible future public services and facilities, and such use is consistent with the public health, safety and welfare of the Township residents;
 - Finding: The Planning Commission finds that the standard HAS BEEN MET. The proposed clarification of uses is in an existing mixed-use PUD. The proposed uses do not create any additional demand than what was previously approved for this location.
- (c) The uses and development are warranted by the design of additional amenities made possible with, and incorporated by, the development proposal;
 - Finding: The Planning Commission finds that this standard HAS BEEN MET. The use is part of a developed PUD. Additional sidewalks and pathways will be installed at the four remaining unbuilt locations to complement the PUD and provide additional amenities.
- (d) Insofar as practicable, the landscape shall be preserved in its natural state by minimizing tree and soil disturbance and removal;
 - Finding: The Planning Commission finds that this standard HAS BEEN MET because the proposed planned uses are for established footprints and do not alter the existing development pattern. Existing landscaping is in place on the site and will be preserved. Additional landscaping will be installed at the four remaining unbuilt locations to complement the PUD and provide additional amenities.
- (e) Existing important natural, historical and architectural features within the development shall be preserved;

- Finding: The Planning Commission finds that the standard HAS BEEN MET because the proposed uses and associated development does not alter any of the existing pattern of development in the PUD. There are no known historical or architectural features on the site.
- (f) Proposed buildings shall be sited harmoniously to the terrain and to other buildings in the vicinity that have a visual relationship to the proposed buildings;
- Finding: The Planning Commission finds that the standard HAS BEEN MET because the proposed uses and associated development does not alter any of the existing pattern of development in the PUD.
- (g) With respect to vehicular and pedestrian circulation and parking, special attention shall be given to the location and number of access points to public streets, minimizing potential motorized/non-motorized conflict points, width of interior drives and access points, general interior circulation, separation of pedestrian and vehicular traffic, and the arrangement of parking areas that are safe and convenient and, insofar as is practicable, do not detract from the design of proposed structures and neighboring properties;
- Finding: The Planning Commission finds that the standard HAS BEEN MET because the existing roadways and drives are laid out in a cohesive manner, including safe and separate areas for pedestrians and vehicles. New sidewalks will be provided for each site as it is developed.
- (h) Landscaping is provided to ensure that proposed uses will be adequately buffered from one another and from surrounding public and private property and, where applicable, to create a pleasant pedestrian scale outdoor environment;
- Finding: The Planning Commission finds that the standard HAS BEEN MET because the proposed planned uses are for established footprints and do not alter the existing development pattern. Existing landscaping is in place on the site and will be preserved. Additional landscaping will be installed at the four remaining unbuilt locations to complement the PUD and provide additional amenities.
- (i) The development consolidates and maximizes useable open space;
- Finding: The Planning Commission finds that the standard HAS BEEN MET because existing pedestrian access to the Grand Traverse Commons Natural Area will be improved with a new trailhead being constructed by the Townshp to benefit as well as visitors to the site.
- (j) The benefits of the development are not achievable under any single zoning classification; and
- Finding: The Planning Commission finds that the standard HAS BEEN MET because the application requests an amendment to an existing, mixed-use development which is not achievable under any single zoning district.
- (k) The development is compatible with the intent and purpose of the adopted master plan.

- Finding: The Planning Commission finds that the standard HAS BEEN MET because the amended development plan remains consistent with the Master Plan designation for this area as the Copper Ridge mixed-use center. The proposed amendment is suited for this designation as currently the Zoning Ordinance permits residential dwellings in commercial areas.

ACTION REQUESTED:

The purpose of this agenda item is to consider Findings of Fact for the application. Following consideration and Commissioner discussion, the following motion is offered for consideration:

MOTION THAT the Finding of Fact for Application SUP-2000-08-O, submitted by Sarah Keever on behalf of Copper Ridge LLC for an amendment to the Copper Ridge Planned Unit Development, BE ADOPTED.

The following motion is recommended to the Township Board to approve the project subject to conditions which are routinely added to all approvals:

MOTION THAT Application SUP-2000-08-O, submitted by Sarah Keever on behalf of Copper Ridge for an amendment to the Copper Ridge Planned Unit Development, BE RECOMMENDED FOR APPROVAL TO THE TOWNSHIP BOARD with the revised List of Proposed Permitted Uses.

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

Attachments:

1. Copper Ridge PUD List of Proposed Permitted Uses received February 4, 2025
2. Copper Ridge PUD Major Amendment with Signature Pages dated October 10, 2024
3. Copper Ridge PUD Major Amendment Narrative dated October 7, 2024
4. Copper Ridge PUD Major Amendment Written Impact and Approval Criteria
5. Copper Ridge PUD Site Plan (Exhibit 1) dated December 17, 2024

COPPER RIDGE PLANNED UNIT DEVELOPMENT (PUD) MAJOR AMENDMENT APPLICATION REVIEW

- Dimensional requirements (building square footage, building height, parking spaces, etc.) is not being considered as part of this change and will remain as originally approved for the PUD.
- Definitions of uses are listed below.
- Existing approved uses are highlighted in blue.
- Proposed new uses as defined in the Zoning Ordinance are highlighted in yellow.
- Proposed new uses with new definitions are highlighted in green.
- Uses not listed are presumed to be prohibited unless the Director of Planning shall determine that a use not mentioned can reasonably be interpreted to fit. The matter may be referred to the Planning Commission for consideration for interpretation of permitted uses.

CURRENT PERMITTED USES	PROPOSED PERMITTED USES
Buildings 3 and 4	Buildings 3 and 4
<p>"b. Professional Offices Professional and medical office suites"</p>	<p>Medical Office, Clinic Office Adult Foster Care, Large Group Home Adult Foster Care Facility Child Care Center Dwelling, Multiple Family Financial institution, without drive-through Live-Work Unit Professional Showroom Professional Studio Service Establishment, Personal Veterinary Hospital Overnight Surgery Recovery Facility Physical Fitness Facilities Dwelling, Multiple Family, including short term stays</p>
Retail Center Building 3	Retail Center Building R4 (formerly Retail Center Building 3)
<p>"d. Retail Center Buildings 1, 2, & 3 Neighborhood convenience shopping and health-related retail, such as urgent care, pharmacy, specialty shopping, Banking & health foods."</p>	<p>Financial institution Restaurant, without drive through Retail, Low Volume Retail, Medium Volume Adult Foster Care, Large Group Home Adult Foster Care Facility Dwelling, Multiple Family Indoor Entertainment Center Live-Work Unit Medical Office, Clinic Office Professional Showroom Professional Studio Service Establishment, Personal Veterinary Hospital Physical Fitness Facilities</p>

Building 9	Building 10 (formerly Building 9)
<p>"g. Office (buildings 8 & 9) General and professional offices, service retail."</p>	<p>Financial institution, without drive-through Medical Office, Clinic Office Pet Grooming Establishment Professional Showroom Professional Studio Service Establishment, Personal Veterinary Hospital Adult Foster Care, Large Group Home Adult Foster Care Facility Child Care Center Dwelling, Multiple Family Indoor Entertainment Center Live-Work Unit Retail, Low Volume Retail, Medium Volume Overnight Surgery Recovery Facility Physical Fitness Facilities Dwelling, Multiple Family, including short term stays</p>

Use Definitions

Adult Foster Care, Large Group Home: A state licensed adult foster care facility with the approved capacity to receive at least 13 but not more than 20 adults to be provided with foster care for 5 or more days a week and for 2 or more consecutive weeks.

Adult Foster Care Facility: A state licensed facility which provides supervised personal care to unrelated, non transient, adult individuals, not specified elsewhere in this Ordinance and including an adult foster care congregate facility with the approved capacity to receive more than 20 adults to be provided with foster care for 5 or more days a week and for 2 or more consecutive weeks, nursing home, convalescent home, home for the aged, or any similar care facility.

Dwelling, Multiple-Family: A building, a portion thereof, or buildings containing five (5) or more dwelling units and designed for or occupied by five (5) or more families living independently of each other.

Child Care Center: A facility, other than a private residence, receiving one (1) or more preschool or school age children for care for periods of less than twenty-four (24) hours a day, and where the parents or guardians are not immediately available to the child. Child care center or day care center includes a facility that provides care for not less than two (2) consecutive weeks, regardless of the number of hours of care per day. The facility is generally described as a child care center, day care center, day nursery, nursery school, parent cooperative preschool, play group, or drop-in center. Child care center or day care center does not include any of the following:

1. A Sunday school, a vacation bible school, or a religious instructional class that is conducted by a religious organization where children are in attendance for not more than 3 hours per day for an indefinite period, or not more than 8 hours per day for a period not to exceed 4 weeks during a 12-month period.
2. A facility operated by a religious organization where children are cared for not more than 3 hours while persons responsible for the children are attending religious services.

Financial Institution, without Drive-Through: Any financial institution located on a site without any drive-through service lanes.

Indoor Entertainment Center: A commercial public amusement facility conducted entirely within a building, and including archery and firearms range, bowling alleys, billiard halls, laser tag, roller skating, golf range, and including their ancillary support services.

Live-Work Unit: A dwelling unit which is an accessory use to a primary office, studio, or other similar commercial use, designed as an integral part of the building where the primary commercial use is at the ground floor entrance to the building, and where the occupant is either an owner or an employee of the office, studio, or other commercial use.

Medical Office, Clinic: An establishment where human patients are admitted to be examined and treated by physicians, dentists, or other health care professionals and where no patients are lodged overnight.

Office: A room, set of rooms, or building where the business operations of a professional, commercial, medical, institutional, investment broker or investment company, industrial, or other similar organization is conducted. For the purposes of this ordinance, "Financial Institution" is defined separately, and the term "Office" includes both principal and accessory units.

Overnight Surgery Recovery Facility: A building, a portion thereof, or buildings offering overnight lodging accommodations to patients in preparation of surgery or for recovery from surgery.

Pet Grooming Establishment: A facility offering the grooming of pets as a service, but where no pet sales or boarding takes place on the site.

Physical Fitness Facilities: An indoor facility equipped and used for physical activities related to fitness, health and well-being.

Professional Showroom: A facility intended to showcase examples of work in interior decorating, design, architecture, and similar fields without including retail operations at the facility.

Professional Studio: Performing arts, including sculpture, photo, music, painting, drama, dance, and similar pursuits.

Restaurant: An establishment where food and drinks are prepared, served, and consumed, mostly within the principal building such as lunch counters, dairy bars, bakeries, delicatessens, coffee shops, and other similar establishments. For the purposes of this Ordinance, "Bar, Tavern, or Night Club" is defined separately.

Restaurant, without Drive-Through: Any restaurant that does not include a drive-in or drive-through as a part of its service or building design.

Retail, Low Volume: The sale or rental of goods or merchandise, including the rendering of services incidental to the sale of such goods, taking place in a building of less than five thousand (5,000) square feet. Low volume retail primarily serves residents of the surrounding neighborhood.

Retail, Medium Volume: The sale or rental of goods or merchandise, including the rendering of services incidental to the sale of such goods, taking place in a building of between five thousand (5,000) square feet and fifty thousand (50,000) square feet. Medium volume retail primarily serves residents of several nearby neighborhoods or the entire community.

Service Establishment, Personal: Establishments primarily engaged in providing services involving the care of a person or their goods such as beauty shops, barber shops, laundry facility, jewelry repair shops, dry cleaning establishment (pickup only), and shoe repair, excluding the processing of physical materials.

Veterinary Hospital: A building where animals are given medical care, but with no long-term boarding facilities. Any boarding of animals is limited to short-term recovery care associated with the hospital use.



Charter Township of Garfield

Grand Traverse County

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

PLANNED DEVELOPMENT (PD) APPLICATION

ASSISTANCE

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

ACTION REQUESTED

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

PROJECT / DEVELOPMENT NAME

APPLICANT INFORMATION

Name:

Address:

Phone Number:

Email:

AGENT INFORMATION

Name:

Address:

Phone Number:

Email:

OWNER INFORMATION

Name:

Address:

Phone Number:

Email:

CONTACT PERSON

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

Applicant:

Agent:

Owner:

PROPERTY INFORMATION

Property Address:

Property Identification Number:

Legal Description:

Zoning District:

Master Plan Future Land Use Designation:

Area of Property (acres or square feet):

Existing Use(s):

Proposed Use(s):

PROJECT TIMELINE

Estimated Start Date:

Estimated Completion Date:

REQUIRED SUBMITTAL ITEMS

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

Application Form:

One original signed application

One digital copy of the application (PDF only)

Application Fee:

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

Fee

Escrow Fee:

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

Site Plan:

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

Two complete bound 24"x36" paper sets

One digital set (PDF only)

Written Information:

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

One digital copy of the Approval Criteria (PDF only)

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

One digital copy of the Impact Assessment (PDF only)

Digital items to be delivered via email or USB flash drive

SUBMITTAL DEADLINE

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

WAIVERS

Submittal Waiver:

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

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

Data Waiver:

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

SITE PLAN

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

APPROVAL CRITERIA

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

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

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

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

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

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

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

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

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

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

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

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

IMPACT ASSESSMENT

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

ADDITIONAL INFORMATION

If applicable, provide the following further information:

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

Preliminary Review and Decision

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

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

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

Final Review and Decision

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

REVIEW PROCESS – PLANNED UNIT RESIDENTIAL DEVELOPMENT - NEW

Preliminary Review and Decision

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

Final Review and Decision

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

REVIEW PROCESS – PLANNED DEVELOPMENT – MAJOR AMENDMENT

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

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

REVIEW PROCESS – PLANNED DEVELOPMENT – MINOR AMENDMENT

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

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

REVIEW PROCESS – PLANNED DEVELOPMENT – ADMINISTRATIVE AMENDMENT

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

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

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

PERMISSION TO ENTER SUBJECT PROPERTY

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

Owner Signature:

Applicant Signature:

Agent Signature:

Date:

OWNER'S AUTHORIZATION

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

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

Owner Signature:

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:

Date:

Applicant Signature:

Date:

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

Copper ridge Amendment to the PUD
11/13/2024

I have reviewed the essence of CopperRidge's request to amend the PUD to add residential use to the 4 vacant units. I agree with the amendment.

Unit #	signature & printed name	date
28-05-096-002-06	Constance A. Deneweth, Constance Deneweth, managing mbr Copper Ridge LLC	10-1-2024
" 096-002-07	Constance A. Deneweth, Constance Deneweth, managing mbr Copper Ridge LLC	10-1-2024
" 096-002-12	Constance A. Deneweth, Constance Deneweth, managing member Copper Ridge LLC	10-1-24
096-002-15	Constance A. Deneweth, Constance Deneweth, managing mbr Copper Ridge LLC	10-1-24
096-003-00	Constance A. Deneweth, Constance Deneweth, managing mbr Copper Ridge LLC	10-1-24
096-004-00	Constance A. Deneweth, Constance Deneweth, managing mbr Copper Ridge LLC	10-1-24
096-010-00	Constance A. Deneweth, Constance Deneweth, managing mbr Copper Ridge LLC	10-1-24
097-001-02	Constance A. Deneweth, Constance Deneweth, managing mbr Copper Ridge LLC	10-1-24
097-001-03	Constance A. Deneweth, Constance Deneweth, managing mbr Copper Ridge LLC	10-1-24
097-001-05	Constance A. Deneweth, Constance Deneweth, Managing mbr Copper Ridge LLC	10-1-24
097-004-00	Constance A. Deneweth, Constance Deneweth, managing mbr Copper Ridge LLC	10-1-24
097-001-05	see email approval Jill Holden, Rex Holden, 3DJRH properties LLC	9-26-24
096-002-13	see email approval Elmers Rob, Donnell, TTT properties LLC	9-25-24
096-002-11	Donald B. Herrmann, MANAGING MEMBER DONALD B. HERRMANN, DBH PROPERTIES LLC	10-1-24
096-002-17	Jonathan Voortenga - member LLC JLP, Properties LLC	John Voortenga
096-002-08	Mark Bondy, member WB&B prop mgmt LLC	10-1-24
096-002-10	Mark Bondy, member WB&B prop mgmt LLC Mark Bondy.	10-1-24

Ashley Rokos

From: Robert Donnell <RD2678@TEAMELMERS.COM>
Sent: Wednesday, September 25, 2024 10:40 AM
To: Ashley Rokos
Subject: RE: Copper Ridge request for amendment to the PUD

Good morning, Ashley,

Request approved from Team Elmer's.

Thank you for the update,

Rob Donnell

From: Ashley Rokos <ashley@phoenixpropertytr.com>
Sent: Wednesday, September 25, 2024 10:07 AM
Subject: Copper Ridge request for amendment to the PUD

Some people who received this message don't often get email from ashley@phoenixpropertytr.com. [Learn why this is important](#)

Hello Copper Ridge Condo unit owners,

In light of the fact that office space is not in high demand, the owners of Copper Ridge LLC are planning to amend our PUD with Garfield Township by requesting that we receive approval for adding Residential Use to our remaining 4 vacant lots. This will take 4 or 5 meetings at Garfield Township the first of which is planned for November 13, 2024 at 7 pm, at the township hall on Veterans Drive.

The **attached site plan** is a recap of the project and a broad overview of what we're proposing.

After going through the records on file and looking at recorded condominium documents, we've prepared a revised site plan that represents the most current layout, to the best of our ability- number of units, condominium divisions, and the parking areas yet to be built. This has been a consolidation of plans done by Gosling, Elmer's, GFA and Mansfield over the past 25 years .

The original PUD shows 59 residential units in Eagles View and was amended/consolidated to 55 units. Copper Village Condominium was originally at 124 and is down to 38 units.

Overall, the density has significantly decreased.

Copper ridge Amendment to the PUD
11/13/2024

I have reviewed the essence of CopperRidge's request to amend the PUD to add residential use to the 4 vacant units. I agree with the amendment.

Unit #

signature & printed name

date

4075 Copper Ridge

Randy Howell & Derik King, Members/
Owners, ECI Healthcare Properties
NORTH, LLC

10.1.24

28-05-0916-008 00

Randy N. Howell

Derik

Ashley Rokos

From: rexholden <speedjump@protonmail.com>
Sent: Thursday, September 26, 2024 1:08 AM
To: Ashley Rokos
Subject: Re: Copper Ridge request for amendment to the PUD

That is ok with me Ashly, Rex Holden. Im in S Africa so I hope this email works for you.

On Wed, Sep 25, 2024 at 4:06 PM, Ashley Rokos <ashley@phoenixpropertyptr.com> wrote:

Hello Copper Ridge Condo unit owners,

In light of the fact that office space is not in high demand, the owners of Copper Ridge LLC are planning to amend our PUD with Garfield Township by requesting that we receive approval for adding Residential Use to our remaining 4 vacant lots. This will take 4 or 5 meetings at Garfield Township the first of which is planned for November 13, 2024 at 7 pm, at the township hall on Veterans Drive.

The **attached site plan** is a recap of the project and a broad overview of what we're proposing.

After going through the records on file and looking at recorded condominium documents, we've prepared a revised site plan that represents the most current layout, to the best of our ability- number of units, condominium divisions, and the parking areas yet to be built. This has been a consolidation of plans done by Gosling, Elmer's, GFA and Mansfield over the past 25 years .

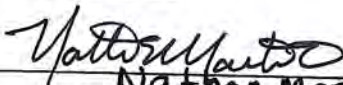
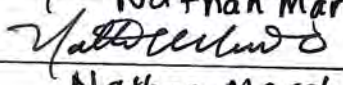

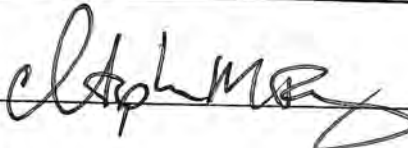
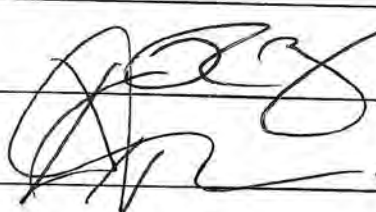
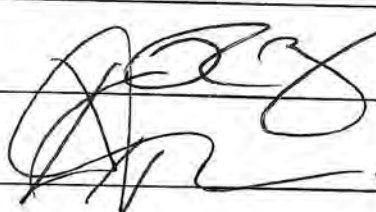
The original PUD shows 59 residential units in Eagles View and was amended/consolidated to 55 units. Copper Village Condominium was originally at 124 and is down to 38 units.
Overall, the density has significantly decreased.

As you know, this PUD has (4) vacant approved lots or units/buildings left to be built. Only foundations are in for 3 and 4. Retail 4 and Unit 10 are vacant. There are 3 approved parking lots (shown on the attached exhibit) that will be constructed at the time of the new construction to serve the new units.

Eagles View is getting close to being built out, and Copper Village Condominium has 19 of the approved 38 units to be constructed yet.

Copper ridge Amendment to the PUD
11/13/2024

I have reviewed the essence of CopperRidge's request to amend the PUD to add residential use to the 4 vacant units. I agree with the amendment.

Unit #	signature & printed name	date	
05-096-007-00	 Nathan March	10/01/24	COPPER RIDGE OPPORTUNITY BUILDING REP (Bldg F)
05-044-005-00	 Nathan March	10/01/24	NOVUS HOME PRESIDENT (Suite in Surgery CTR)
096-002-01	 Derek Rice, member		DBR Properties LLC (Rice)
096-002-16	 Chris Ray, member		RAYBAR Properties LLC (RAY)
096-002-14			Steve Grinnel, President TYJUTI Corp Inc Steve Grinnel
096-002-19	 Robb Meyer, member		WAM, LLC meyer
096-002-20 } 096-002-18 } 096-002-02 }	 member David Amalfitano		RCCA, LLC Amalfi
096-002-33			Holly Gallagher, member GUS & Clara's Paradise LLC Holly
097-001-01			Hometown Grace's Hometown properties

Copper ridge Amendment to the PUD
11/13/2024

I have reviewed the essence of CopperRidge's request to amend the PUD to add residential use to the 4 vacant units. I agree with the amendment.

Unit #

signature & printed name

date

28-05-044-001-00 CRSC Tina Piotrowski Tina Piotrowski 10/1/24
28-05-044-002-00 TAA Suite Tina Piotrowski Tina Piotrowski 10/1/24
28-05-044-005-02, 03 and 04
Bldg D. # 242. Copper Restrooms C. J. J. 10/1/24
Building A 4020 Copper View Suite 240 [Signature]

Copper ridge Amendment to the PUD
11/13/2024

I have reviewed the essence of CopperRidge's request to amend the PUD to add residential use to the 4 vacant units. I agree with the amendment.

Unit #

signature & printed name

date

28-05-096-005-05	JULIA MISKYTE	4110 Copper Ridge LLC	10-2-24
096-005-06	GRETA MISKYTE	4110 Copper Ridge LLC	10-2-24

Copper ridge Amendment to the PUD
11/13/2024

I have reviewed the essence of CopperRidge's request to amend the PUD to add residential use to the 4 vacant units. I agree with the amendment.

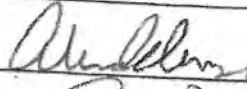
Unit #

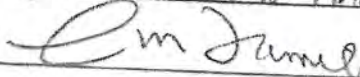
signature & printed name

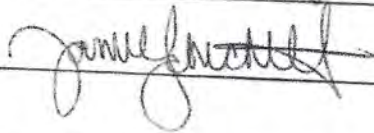
date

28-05-096-005-07

Thirby Asset Group LLC 10-2-24

 Andrew Adams DO

 Jim Turner

 Jimmie Smith

Cooper ridge Amendment to the PUD
11/13/2024

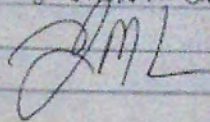
I have reviewed the essence of Copperridge's request to amend the PUD to add residential use
to the 4 vacant units. I agree with the amendment.

Unit #

signature & printed name

date

28-05-096-005-08 Bryan M. Ursu IWA Properties LLC 10-2-2024

 10/2/24

Copper ridge Amendment to the PUD
11/13/2024

I have reviewed the essence of CopperRidge's request to amend the PUD to add residential use to the 4 vacant units. I agree with the amendment.

Unit #

signature & printed name

date

R2

Kirk R Smith
Independent Bank By Kirk R Smith FVP 10-3-2024

20-05-097-002-00

Copper Ridge, Planned Unit Development

Proposed Amendment to PUD and SUP

October 7, 2024

Introduction

Copper Ridge, a planned unit development project, was first approved in 2000. The original parcel, over 70 acres, was a mixed-use development that contained Professional and medical offices, Surgery Center, Retail and other Commercial areas (bank, eating establishment, pharmacy), a church parcel for future senior apartments and assisted living facility, and a mixed combination of Residential uses. Single family homes and multi-family homes were proposed.

Over the years, Garfield Township has approved amendments to the development, and Copper Ridge has become a successful adaptive reuse of the old Grand Traverse Road Commission site. Today, the mixed-use development is a thriving hub of medical and professional offices, retail/commercial, and residential properties.

Proposed Amendment

There are four (4) approved footprints/units that have not been built.

Existing:

- Professional Offices 2 and 3 have foundations only constructed
- Professional Office 10 is a vacant site
- Retail and Office R4 is a vacant site

The original PUD was approved for 124 multi-family style units in Copper Village Condominium but was amended down to 38 units. Eagles View was approved for 59 but has been consolidated to 55 units, currently. The residential density was decreased overall. However, changes in the region over the years have created a demand for more residential uses of all types once again. Copper Ridge has to opportunity to introduce that use back into the remaining (4) units.

Proposed:

<u>Building Pad</u>	<u>Proposed Use</u>	<u>Residential Units (allowance)</u>
Buildings 2 and 3	Office, commercial and residential	Up to 30 res. units in each
Building 10	Office, commercial and residential	Up to 22 res. units
Building R4	Office, commercial and residential	Up to 8 res. units

The residential types of units could be a mix of apartments, condominiums and short-stay medical recovery units.

No changes to the approved plans are proposed other than the addition of the proposed residential use to the existing building footprints.

The approved design/engineered plans on file show the grading, drainage and stormwater, utilities, parking layout and access, landscaping, sidewalks, etc. The designed and approved plans remain in effect and will be unchanged.

Parking:

There are 3 approved parking lots (shown on the included exhibit) that will be constructed at the time of the new construction to serve the new buildings.

The number of proposed parking spaces were approved in the original PUD and were based on Office and Retail calculations. Those parking calculations are for a higher density than what would be required for residential, so the parking lots provided will meet the standards for office, retail and residential units.

Conclusion

A PUD allows for flexibility and innovation. By allowing additional residential use within the mixed-use campus, which is proximity to walking trails accessed by a sidewalk network, medical facilities, offices and retail uses, both existing and future, this amendment meets the very objectives identified in Section 426.A and 426.E and will help the continued success of Copper Ridge. Limited to no impact (pursuant to 426.A and 426.E) to this existing development or surrounding area is expected, as this was a planned unit development based on meeting the criteria and already included mixed use, including residential. Greater residential density was originally approved but modified to a lesser density over the years. The proposed residential option will fulfil the original intent and meet the design parameters and criteria.

Project Information:

Applicant:

Copper Ridge, LLC
9590 Edgewood Ave,
Traverse City, MI 49684
231-590-3901

Agent:

Northview 22, LLC
9908 E Walters Dr.
Traverse City, MI 49684
231-342-4016

Legal Description:

Units 1-10 of Copper Ridge Professional Center
AND
Units 1-6 of Copper Ridge Retail Marketplace
AND

Units 1-38 of Copper Village Condominium

AND

Units 1-55 Eagles View Condominium

AND

Part of the Northeast $\frac{1}{4}$ of Section 17 and part of the Southeast $\frac{1}{4}$ of Section 8; T27N space R 11 W. Commencing at the northeast corner of said section 17. Thence S 00 degrees 02 minutes 16 seconds West 659.05 feet. Thence N 83 degrees 30 minutes 08 seconds W 571.98 feet. Thence N 00 degrees 05 minutes 09 seconds E 197.37 feet. Thence N 89 degrees 58 minutes 31 seconds W 214.46 feet. Thence N 00 degrees 43 minutes 41 seconds W 367.96 feet to the point of beginning. Thence N 00 degrees 42 minutes 13 second W 245.05 feet. Thence N 87 degrees 25 minutes 28 seconds space E 323.08 feet. Thence South 0 degrees 4 minutes 08 seconds W 312.18 feet. Thence N 89 degrees 54 minutes 12 seconds West 52.31 feet. Thence 81.51 feet along a curve left (R = 48' CA= 97 degrees 17 minutes 39 seconds CHD = N 40 degrees 50 minutes East 72.06 feet). Thence S 89 degrees 30 minutes 10 seconds W 219.95 feet to the POINT OF BEGINNING.

AND

Part of the southeast quarter of Section 8 and part of the northeast quarter of section 17; T27N R11W. Commencing at the northeast corner of section 17. Thence S 00 degrees 01 minutes 48 seconds E 659.14 feet. Thence N 83 degrees 30 minutes 08 seconds W 904.78 feet to the point of beginning. Thence N 83 degrees 30 minutes 08 seconds W 163.28 feet. Thence 55.72 feet along a curve to the right (R = 3437.75' CHD = N 83 degrees 02 minutes 16 seconds W). Thence N 00 degrees 30 minutes 15 seconds E 234.11 feet. Thence N 81 degrees 04 minutes 47 seconds W 200.86 feet. Thence N 00 degrees 04 minutes 39 seconds E 236.72 feet. Thence N 88 degrees 37 minutes 19 seconds E 407.59 feet. Thence N 00 degrees 34 minutes 25 seconds W 230.46 feet. Thence N 87 degrees 25 minutes 28 seconds E 116.47 feet. Thence S 00 degrees 43 minutes 41 seconds east 613.03 feet. Thence N 89 degrees 58 minutes 31 seconds W 60.17 feet. Thence as 74 degrees 44 minutes 15 seconds West 57.43 feet. Thence S 00 degrees 03 minutes 17 seconds W 144.60 feet to the POINT OF BEGINNING.

AND

Part of the Southeast $\frac{1}{4}$ of Section 8 & part of the Southwest $\frac{1}{4}$ of Section 9, T27N, R11W: Commencing at the SE corner of Section 8; thence N 0 DEG 7' W 1314.33' to the POINT OF BEGINNING; thence N 88 DEG 42' E 659.34', thence S 0 DEG 8' E 151.99', thence N 89 DEG 24' W 118.95', thence S 52 DEG 11' W 336.15', thence N 67 DEG 28' W 210.25', thence N 55 DEG 3' W 444.63', thence N 88 DEG 41' E 283.66' to the POINT OF BEGINNING.

Acreage: 77 acres, more or less.

Request for waiver, per Section 424, D:

Submittal waiver for Site Plan:

"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 of or enlargement of an accessory structure
 - a. *None*
2. The enlargement of a principal building by less than 20% of its existing gross floor area, provided such an enlargement will not be result in a requirement for additional off-street parking
 - a. *No enlargement is proposed*
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."
 - a. *Proposed additional use (residential) will not increase impervious surface, additional off-street parking, site access or any other characteristics that are a violation of this ordinance.*

Written Impact and Approval Criteria

Written Impact

A PUD allows for flexibility and innovation. By allowing additional residential use within the mixed-use campus, which is proximity to walking trails accessed by a sidewalk network, medical facilities, offices and retail uses, both existing and future, this amendment meets the very objectives identified in Section 426.A and 426.E and will help the continued success of Copper Ridge. Limited to no impact (pursuant to 426.A and 426.E) to this existing development or surrounding area is expected, as this was a planned unit development based on meeting the criteria and already included mixed use, including residential and retail. Greater residential density was originally approved but modified to a lesser density over the years. The proposed residential option will fulfil the original intent and meet the design parameters and criteria.

426.A

Eligibility:

An application for a planned unit development may be submitted on any parcel or contiguous parcels within the Township where the site meets one (1) or more of the following criteria:

- (a) Mixed or varied uses are proposed that cannot be achieved under a single zoning district;
 - a. Yes
- (b) The site exhibits unusual topography or a unique setting within the community;
 - a. Yes- in original PUD this was demonstrated.
- (c) Innovation and variety of design are proposed that are not achievable under the current zoning districts of this ordinance;
 - a. N/A: this is an existing PUD
- (d) Additional amenities are made possible by and incorporated within the development;
 - a. Yes
- (e) A substantial public benefit is proposed within or as a result of the project;
 - a. Yes- this has been demonstrated over many years since Copper Ridge was approved and constructed.
- (f) A cross-jurisdictional development is proposed that warrants flexibility in terms of design and layout.
 - a. N/A

426.E:

(3) Objectives:

The following objectives shall be considered in reviewing any application for a planned unit development:

- (a) To permit flexibility in the regulation of land development;
 - a. Allowing mixed-use is meeting the very definition of flexibility- bringing back residential density as a part of the mixed-use to the PUD is desirable and beneficial. Flexibility is addressed by the ability to share parking at “off-hours” and utilize the areas already defined in the PUD to be used as office, commercial, and/or residential.
- (b) To encourage innovation in land use and variety in design, layout, and type of structures constructed;
 - a. Copper Ridge PUD was an innovative approach to a previously disturbed land. Disturbed land was reused and the slopes of the land allowed for multi-level “stair stepping” of buildings, creating less disturbance and views from many angles. The proposed allowance of residential to this innovative development is in line with the entire development approach.
- (c) To achieve economy and efficiency in the use of land, natural resources, energy, and the providing of public services and utilities;
 - a. The benefit of this proposal is that the infrastructure, utilities, roads, parking, sidewalks, and even foundations are already in place- this approach minimizes further impact in the region and uses what is already provided in terms of land, energy, public services and utilities.
- (d) To encourage useful open space; to provide improved housing, employment, and shopping opportunities particularly suited to the needs of the Grand Traverse Region;
 - a. The need for housing continues in the region- the PUD, which already had been approved with higher residential density, will bring back that use to buildings that are available and will serve a need to the community.
- (e) To encourage the innovative use, re-use, and improvement of existing sites and buildings;
 - a. Copper Ridge is a re-use site (originally) and this proposed use is a use that can be seen as an improvement to the existing site and proposed buildings.
- (f) To permit development in accordance with the policies and objectives of the Charter Township of Garfield Master Plan.
 - a. 2024 Master Plan denotes this portion as Mixed Use Center.
 - i. *“The Mixed-Use Center future land use designation is for large areas with a mix of commercial, residential, and/or public / semi-public uses. The most appropriate zoning for these areas may be determined by compatibility with the zoning of the surrounding area. The Township could consider creating new mixed-use districts to achieve the intent of this designation.”*
 - b. The proposed allowance meets the policies and objectives of Mixed-Use Center by the definition above.

(4) Criteria:

- (a) The uses will be compatible with the natural environment, and with adjacent and surrounding land uses and properties, and will not have an adverse economic, social or environmental impact on adjacent and surrounding land uses and properties; Article 4, Page 4-43 Charter Township of Garfield Zoning Ordinance
 - a. Copper Ridge PUD has created a well utilized and needed mixed use development in the area, providing a beneficial impact on the region. At the time of construction,

many upgrades were made to the area and infrastructure. This proposed use will not detract from the compatibility of the PUD or surrounding areas.

- (b) The uses will be compatible with the capacity of existing public services and facilities, or of planned and feasible future public services and facilities, and such use is consistent with the public health, safety and welfare of the Township residents;
 - a. This was addressed in the original PUD review and ultimate approval. High density residential was approved and over time, units were eliminated. The proposed use introduces them back into the PUD.
- (c) The uses and development are warranted by the design of additional amenities made possible with, and incorporated by, the development proposal;
 - a. Copper Ridge provides open space, sidewalks and trails connected to community recreational trails within the community.
- (d) Insofar as practicable, the landscape shall be preserved in its natural state by minimizing tree and soil disturbance and removal;
 - a. No additional disturbance will occur beyond what was already approved for the (4) building pads and parking lots.
- (e) Existing important natural, historical and architectural features within the development shall be preserved;
 - a. Copper Ridge PUD preserved sensitive and wooded slopes to the north and west of the project. This remains.
- (f) Proposed buildings shall be sited harmoniously to the terrain and to other buildings in the vicinity that have a visual relationship to the proposed buildings;
 - a. No changes are proposed to the building locations already approved and depicted.
- (g) With respect to vehicular and pedestrian circulation and parking, special attention shall be given to the location and number of access points to public streets, minimizing potential motorized/non-motorized conflict points, width of interior drives and access points, general interior circulation, separation of pedestrian and vehicular traffic, and the arrangement of parking areas that are safe and convenient and, insofar as is practicable, do not detract from the design of proposed structures and neighboring properties;
 - a. Considerable study and design occurred during the creation of Copper Ridge PUD. No proposed changes to circulation or parking will occur beyond the completion of the remaining parking lots to service the remaining buildings. Further, cross-access parking easements have been secured with an adjacent property (church property) to create additional shared parking due to the hours of operation between uses.
- (h) Landscaping is provided to ensure that proposed uses will be adequately buffered from one another and from surrounding public and private property and, where applicable, to create a pleasant pedestrian scale outdoor environment;
 - a. All proposed landscaping has already been planted and remaining landscaping for the remaining (4) buildings will be planted upon the completion of construction.
- (i) The development consolidates and maximizes useable open space;
 - a. No change proposed.
- (j) The benefits of the development are not achievable under any single zoning classification
 - a. Yes, this mixed use contains varying uses that were not allowed under single zoning classification at the time of the PUD creation and adoption.

- (k) The development is compatible with the intent and purpose of the adopted master plan.
 - a. 2024 Master Plan denotes this portion as Mixed Use Center.
 - i. *“The Mixed-Use Center future land use designation is for large areas with a mix of commercial, residential, and/or public / semi-public uses. The most appropriate zoning for these areas may be determined by compatibility with the zoning of the surrounding area. The Township could consider creating new mixed-use districts to achieve the intent of this designation.”*
 - b. The proposed allowance meets the policies and objectives of Mixed-Use Center by the definition above.

Section 423

E. Approval Criteria

A special use is permitted only if the applicant demonstrates that:

- (1) The proposed use will be consistent with the purpose and intent of the master plan and this ordinance, including all regulations of the applicable zoning district;
 - a. *This current PUD is consistent with the master plan, which denotes the areas contained within the PUD as Mixed Use, Low and High Residential Density.*
- (2) The proposed use will be designed, constructed, operated and maintained so as to be compatible, harmonious and appropriate with the existing or planned character and uses of the neighborhood, adjacent properties and the natural environment;
 - a. *As with any Mixed Use development, the proposed addition of Residential types of uses are completely cohesive within the development area. The ability to place residents within this type of community, with access to a variety of amenities already available is vital. The approved PUD already has a mix of residential uses, and the need for more is evident.*
- (3) The proposed use will not be detrimental, hazardous or disturbing to existing or future adjacent uses or to the public welfare by reason of excessive traffic, noise, dust, gas, smoke, vibration, odor, glare, visual clutter, electrical or electromagnetic interference;
 - a. *Uses already in place are professional offices, retail spaces, eating establishments, and a mix of residential. Adding additional residential will not be detrimental, but rather enhance this thriving community.*
- (4) Potential adverse effects arising from the proposed use on the neighborhood and adjacent properties will be minimized through the provision of adequate parking, the placement of buildings, structures and entrances, as well as the provision and location of screening, fencing, landscaping, buffers or setbacks;
 - a. *The proposed additional residential use is a good fit for the PUD, as parking is shared between business and residential, placement of structures have already been approved and will be landscaped according to approved PUD plans.*
- (5) The proposed use will retain as many natural features of the property as practicable, particularly where the natural features assist in preserving the general character of the neighborhood;
 - a. *No changes will be made to the natural features that were not already approved and planned for in the original PUD.*

- (6) Adequate public and private infrastructure and services such as streets, water and sewage facilities, drainage structures, police and fire protection, and schools, already exist or will be provided without excessive additional requirements at public cost;
- a. *Additional residential uses should not require upgrades to any public utilities but if availability of sewer or water is limited in any way, the number of units proposed will be limited to what is available or upgrades will be necessary. Owner/applicant to work with Township Engineer, if necessary.*
- (7) The establishment, maintenance, or operation of the proposed use shall not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare;
- a. *As this is already a Mixed Use development, the additional use of residential within already approved building footprints will not be a detrimental effect.*
- (8) The public interest and welfare supporting the proposed use shall be sufficient to outweigh individual interests that are adversely affected by the establishment of the proposed use;
- a. *Housing is needed in this community; by allowing a mix of residential uses to this development will be a benefit to all.*
- (9) Adequate measures shall be taken to provide ingress and egress so designed as to minimize traffic hazards and to minimize traffic congestion on the public roads; Charter Township of Garfield Zoning Ordinance Article 4, Page 4-24
- a. *N/A. This is an approved and constructed PUD with ingress and egress established.*
- (10) Adequate measures shall be taken to provide vehicular and pedestrian traffic within the site, and in relation to streets and sidewalks servicing the site in a safe and convenient manner; and
- a. *Internal streets and sidewalks are in place, with additional planned (and approved) parking lots and sidewalks to be constructed to meet the need of the new buildings and uses.*
- (11) The proposed use shall not impede the orderly development and improvement of surrounding property for uses permitted within the zoning district.
- a. *The proposed residential option within the PUD will not impede the surrounding property.*



COPPER
RIDGE
PROFESSIONAL
CENTER

COPPER
RIDGE RETAIL
MARKETPLACE

RESIDENTIAL
(EAGLES VIEW
CONDOMINIUM
AND COPPER
VILLAGE
CONDOMINIUM

EXISTING

- 1 SURGERY CENTER AND MEDICAL OFFICES
6.93 AC.- 2 STORY BUILDING
INITIAL FOOTPRINT: 46,689 SF
EXPANDED FOOTPRINT: 55,000 SF

INITIAL PARKING: 359 SPACES
EXPANDED PARKING: 384 SPACES

PROFESSIONAL OFFICES
11.9 AC. 191, 720 SF GROSS AREA
PARKING 636

97,520 GROSS AREA (UPPER AND SECOND FLOOR)
FOOTPRINTS 49,530 SF
3 STORY EAST - 1 STORY WEST
100 PARKING SPACES @ LOWER LEVEL
PARKING 243 = 1 SPACES / 401 SF (INCL LOWER)

62,800 SF GROSS AREA
FOOTPRINTS 31,340 SF
3 STORY EAST - 1 STORY WEST
62 PARKING SPACES @ LOWER LEVEL
PARKING 244 = 1 SPACES / 257 SF

31,400 SF GROSS AREA
FOOTPRINTS 15,670 SF
3 STORY EAST - 1 STORY WEST
31 PARKING SPACES @ LOWER LEVEL
PARKING 149 = 1 SPACES / 210 SF

- 8 RETAIL & OFFICES
3.1 AC
36,350 SF GROSS FLOOR AREA
1 & 2 STORY
169 PARKING SPACES = 1 SPACE / 215 SF

- R1 RETAIL & OFFICES
R2 5.06 ACRES
R3 37,765 ESTIMATED GROSS FLOOR AREA
R4 194 PARKING SPACES = 1 SPACE / 195 SF

- COPPER VILLAGE CONDOMINIUM (38 units)
EAGLES VIEW CONDOMINIUM (55 units)

PROPOSED
AMENDMENT

- 3 USES: OFFICE, COMMERCIAL, OR RESIDENTIAL
4

10 USES: OFFICE, COMMERCIAL, OR RESIDENTIAL

R4 USES: OFFICE, COMMERCIAL, OR RESIDENTIAL

PROJECT MANAGER

P.O. BOX 3342
TRAVERSE CITY MI 49685

PLAN DATE:
10/10/2024
12/17/2024 REV.


PROJECT NO.:
2019-100

PROJECT:
**COPPER RIDGE
PLANNED UNIT DEVELOPMENT AMENDMENT**

CLIENT:
COPPER RIDGE, LLC
9590 EDGEWOOD
TRAVERSE CITY, MI 49684

LOCATION:

PART OF SECTIONS 8, 9, 16, & 17, GARFIELD
TOWNSHIP, GRAND TRAVERSE COUNTY, MICHIGAN

 Charter Township of Garfield Planning Department Report No. 2025-13		
Prepared:	February 5, 2025	Pages: 7
Meeting:	February 12, 2025 Planning Commission	Attachments: <input checked="" type="checkbox"/>
Subject:	BATA/TCHC Transit-Oriented Mixed-Use PUD Minor Amendment	
File No.	PUD 2020-02-D	Parcel No. 05-023-042-40
Applicant:	Smith Henzy Affordable Group, Inc. / Darren Smith	
Agent:	Mansfield Land Use Consultants / Doug Mansfield	
Owner:	Traverse City Housing Commission / Karl Fulmer	

SUBJECT PROPERTY:

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

AMENDMENTS:

Previous amendments to the PUD are as follows:

- 1) An Administrative Amendment (PUD 2020-02-A) was approved on July 26, 2022, to shift Apartment Building #5 to the south approximately 90 feet to clear the area of the DTE gas pipeline easement.
- 2) A Major Amendment (PUD 2020-02-B) was approved on December 13, 2023, to shift the location, size, and height of the multi-family buildings within the established road network, parking lots, and open spaces and accommodate new architecture, new unit mixes, and a new clubhouse.
- 3) A Minor Amendment (PUD 2020-02-C) was approved on May 8, 2024, to modify the phasing plan that would allow the previously approved playground in Phase 1 be delayed until an approved mitigation plan can be developed related to the existing nearby gas main.

This current request is the fourth amendment to the approved PUD plan. The TCHC is requesting the following:

- 1) A modification to the phasing plan that restores the previously approved playground in Phase 1 as an approved mitigation plan related to the existing nearby gas main has been developed and accepted by the Michigan State Housing Development Authority (MSHDA). Pursuant to Section 423.G.(5), change to the phasing plan is a Minor Amendment and requires approval of the Planning Commission.
- 2) The installation of two directional sign locations with a total of four (4) directional signs. Section 630.G(3)(a) of the Zoning Ordinance regulates internal directional signs permitted within a Planned Unit Development and are subject to Planning Commission approval. Internal directional signs are permitted with a maximum of 6 square feet per sign.

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



PURPOSE OF APPLICATION:

The proposed amendment relates only to the multi-family buildings of the residential phase of the PUD. Other uses in the phase including the single-family residential lots, the café/neighborhood commercial building, childcare center, and open spaces, remain unchanged. This proposed amendment will shift the phasing of the multi-family buildings so that installation of the playground will happen in Phase 1. The proposed amendment as submitted in the application has been determined to be a Minor Amendment to the PUD pursuant to Section 423 of the Zoning Ordinance.

SITE DESIGN AND ZONING COMPLIANCE OVERVIEW:

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

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

PHASING PLAN:

The approved PUD consists of the construction of five apartment buildings over four phases. Originally, Phase 1 was to include two 24-unit apartment buildings, a clubhouse, and a proposed park, including playground area. MSHDA, a financial agency responsible for funding of the TCHC portion of the PUD development, requires that any open space for congregation such as a playground should be a distance greater than 688 feet away from the existing high pressure gas lines located to the east or have the line of sight be blocked via a building or wall. To meet this requirement and keep the project moving forward in a timely manner, the TCHC requested and received Township approval of a modification to the phasing plan that would allow the previously approved playground for Phase 1 be delayed until a mitigation plan can be developed and approved by MSHDA. A condition of the approval was for the TCHC, or its developer, to provide a surety in the amount of \$61,000 to cover the cost of the playground.

With a mitigation plan now accepted by MSHDA, TCHC and its developer are seeking an amendment to restore the phasing plan to its original form and request release of the surety. All other elements of the PUD plan remain the same for the proposed amended area of the site plan.

FINDINGS – SECTION 423.G(4)(b):

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

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

This is the fourth amendment of the BATA TCHC Transit-Oriented Mixed-Use PUD since its original approval on March 22, 2022. The first amendment was an Administrative Amendment approved on July 26, 2022 to relocate Apartment Building #5 from the DTE gas easement. The second amendment was a Minor Amendment approved on December 12, 2023 to shift the location, size, and height of the multi-family buildings within the established road network, parking lots and open spaces and accommodate new architecture, new unit mixes, and a new clubhouse. The third amendment was a Minor Amendment approved on May 8, 2024 to adjust the phasing plan to postpone the construction of the playground in the TCHC multi-family residential portion of the PUD until a future phase.

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

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

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

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

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

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

The proposed change to restore the construction of the playground area in Phase 1 conforms to the Zoning Ordinance and keeps the PUD plan in conformance with the spirit and intent of the Master Plan.

(v) The amendment proposes no increase in density

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

FINDINGS – SECTION 426.E(4):

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

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

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

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

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

The proposed amendment restores the originally approved phased construction of the amenities associated with the TCHC apartment buildings.

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

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

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

The PUD includes complimentary uses for residents and workers including a bus transfer station, a childcare center, and a café. Outdoor amenities include a large natural conservation area, walking paths and boardwalks, play area, gazebo, pergola, and bird watching platform. The proposed amendment restores the original phasing of construction of the playground and does remove any of the proposed amenities.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Collectively, the proposed development includes the following unique aspects:

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

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

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

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

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

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

PROPOSED DIRECTIONAL SIGNS:

Based on the application, the applicant has provided a rendering for two directional sign locations:

- 1) The first location proposes one directional sign at 4.75 square feet located above an address number sign at 5.75 square feet (identified as wayfinding signage on site plan). According to Section 630.N of the Zoning Ordinance, address number signs are always permitted.
- 2) The second location proposes three directional signs at 4.75 square feet each (identified as future wayfinding signage on site plan).

Directional sign locations are noted in red on the site plan. None of the proposed signs exceed the 6 square foot maximum for directional signs.

ACTION REQUESTED:

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

MOTION #1:

THAT Findings of Fact for application PUD 2020-02-D, included in PD Report 2025-13 and forming part of this motion, BE APPROVED.

MOTION #2:

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

- 1) Release of the surety to the applicant for the construction of a playground and sufficient documentation that supports the dollar amount of surety.
- 2) All signs are subject Township Zoning Ordinance sign requirements and are subject to Township sign permit review and approval.
- 3) The previous PUD approvals and conditions associated with those approvals remain intact unless adjusted as part of this amendment.
- 4) The applicant shall record an amended and restated Report and Decision Order (RDO) with the Grand Traverse County Register of Deeds in the chain of title for each parcel or portion thereof to which the RDO pertains. A copy of each recorded document shall be filed with the Township within thirty (30) days of final approval by the Township or approval shall be considered to have expired.

MOTION #3:

THAT sign application PUD 2020-02-D for four directional signs for the Flats at Carriage Commons to be located the BATA TCHC Transit-Oriented Mixed-Use PUD on parcel 05-023-042-40, BE APPROVED.

And any additional information the Planning Commission deems necessary should be added to the above motions.

Attachments:

1. PUD Minor Amendment Application Form dated January 9, 2025
2. Smith & Henzy Letter dated January 7, 2025
3. Site Plan Sheet - C4.1 Site & Dimension Plan – North dated February 4, 2025 (Directional sign locations noted in red)
4. PD Sign Application dated January 30, 2025
5. PD Directional Sign Design dated January 13, 2025



Charter Township of Garfield

Grand Traverse County

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

PLANNED DEVELOPMENT (PD) APPLICATION

ASSISTANCE

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

ACTION REQUESTED

- ☐ New Planned Unit Development Application
- ☐ New Planned Unit Residential Development Application
- ☐ Major Amendment
- ☒ Minor Amendment
- ☐ Administrative Amendment

PROJECT / DEVELOPMENT NAME

The Flats at Carriage Commons

APPLICANT INFORMATION

Name: Smith & Henzy Affordable Group Inc, Darren Smith -President
Address: 1100 NW 4th Avenue, Delray Beach, FL 33444
Phone Number: (847) 868-6221
Email: jzunamon@smithhenzy.com

AGENT INFORMATION

Name: Mansfield Land Use Consultants, Doug Mansfield -President
Address: 830 Cottageview Drive Suite 201, Traverse City, MI 49684
Phone Number: (231) 218-5560
Email: dougm@maaeps.com

OWNER INFORMATION

Name:	Traverse City Housing Commission, Karl Fulmer -Executive Director	
Address:	150 Pine Street, Traverse City, MI 49684	
Phone Number:	(231) 282-9152	
Email:	kfulmer@tchousing.org	

CONTACT PERSON

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

Applicant:	Jake Zunamon (847) 868-6221, jzunamon@smithhenzy.com
Agent:	Petra Kuehnis (231) 631-1916, petrak@maaeps.com
Owner:	Karl Fulmer (231) 282-9152, kfulmer@tchousing.org

PROPERTY INFORMATION

Property Address:	Carriage View Lane, Traverse City, MI 49686
Property Identification Number:	05-023-042-40
Legal Description:	see attached
Zoning District:	PUD 2020-02-C
Master Plan Future Land Use Designation:	High Density Residential (6-10)
Area of Property (acres or square feet):	33.43 acres
Existing Use(s):	vacant
Proposed Use(s):	multi-family residential

PROJECT TIMELINE

Estimated Start Date:	June 2024
Estimated Completion Date:	July 2025

REQUIRED SUBMITTAL ITEMS

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

Application Form:

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

Application Fee:

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

- ☒ Fee

Escrow Fee:

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

Site Plan:

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

Written Information:

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

Digital items to be delivered via email or USB flash drive

SUBMITTAL DEADLINE

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

WAIVERS

Submittal Waiver:

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

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

Data Waiver:

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

SITE PLAN

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

APPROVAL CRITERIA

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

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

IMPACT ASSESSMENT

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

ADDITIONAL INFORMATION

If applicable, provide the following further information:

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

OTHER INFORMATION

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

REVIEW PROCESS - PLANNED UNIT DEVELOPMENT - NEW

Preliminary Review and Decision

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

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

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

Final Review and Decision

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

REVIEW PROCESS – PLANNED UNIT RESIDENTIAL DEVELOPMENT - NEW

Preliminary Review and Decision

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

Final Review and Decision

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

REVIEW PROCESS – PLANNED DEVELOPMENT – MAJOR AMENDMENT

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

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

REVIEW PROCESS – PLANNED DEVELOPMENT – MINOR AMENDMENT

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

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

REVIEW PROCESS – PLANNED DEVELOPMENT – ADMINISTRATIVE AMENDMENT

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

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

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

PERMISSION TO ENTER SUBJECT PROPERTY

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

Owner Signature:

Karl Fulmer

Applicant Signature:

Daren Smith

Agent Signature:

Date:

1/9/25

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

Owner Signature:

Karl Fulmer

Date:

1/9/25

AFFIDAVIT

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

Owner Signature:

Karl Fulmer

Date:

1/9/25

Applicant Signature:

Daren Smith

Date:

1/9/25

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"/>



SMITH & HENZY
AFFORDABLE GROUP

1100 NW 4TH AVENUE
DELRAY BEACH, FLORIDA 33444

TELEPHONE: (561) 859-8520
DSMITH@SMITHHENZY.COM
WWW.SMITHHENZY.COM

January 7, 2025

John Sych, Township Planner
Garfield Township
3848 Veterans Drive
Traverse City, MI 49684

RE: The Flats at Carriage Commons PUD – Minor Amendment for Signage and Playground

Dear Mr. Sych:

Please accept this letter as request for a minor amendment under PUD – 2020-02-C. The proposed minor amendment addresses items specific to the residential portion under the PUD. These changes are related to:

- 1) Inclusion of Playground in Phase I per conditions 3.k and 3.l
- 2) Inclusion of monument signs and locations

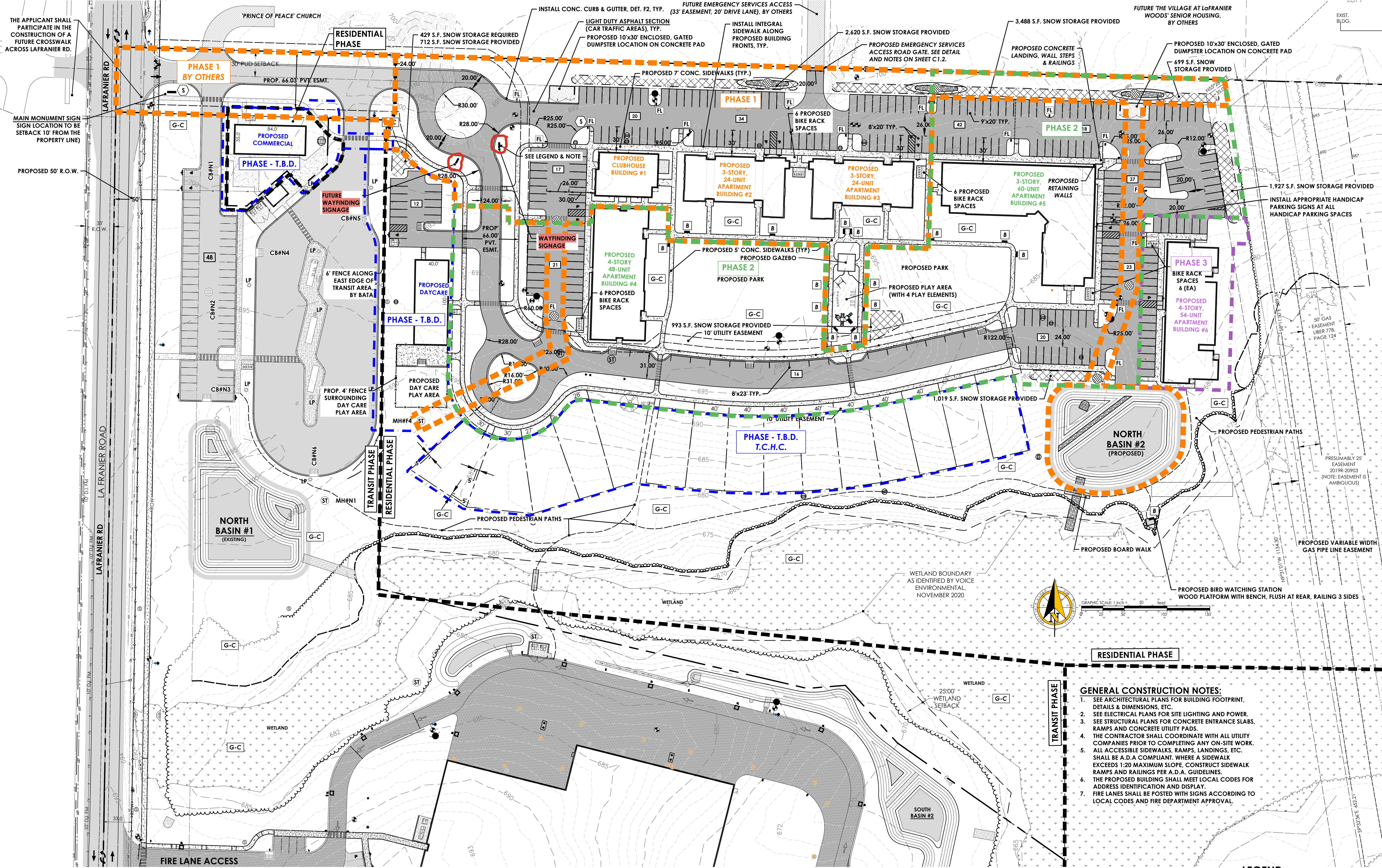
MSHDA has approved our ability to build the playground under phase I as we have provided them with an environmental study which shows that the natural berms constructed as part of the sitework for this development will block the line of site of any potential explosion related to the high pressure gas lines located to the east of the project site.

With regards to the monument signs, now that construction has commenced, we would like to ensure that we accurately depict their location and design for purposes of contracting a vendor for this work.

If you have any questions regarding this request, please do not hesitate to contact me.

Sincerely,

Darren Smith, Manager of Manager
The Flats Phase I Limited Dividend Housing Association, LLC



BATA/TCHC PUD CAFÉ/COMMERCIAL BUILDING - LIST OF PERMITTED USES (UPDATED 4-5-2021)

- FINANCIAL INSTITUTION, WITHOUT DRIVE-THROUGH
- MEDICAL OFFICE, CLINIC
- OFFICE
- CAFÉ, WITHOUT DRIVE-THROUGH
- AN ESTABLISHMENT WHERE FOOD AND DRINKS ARE PREPARED, SERVED, AND CONSUMED, MOSTLY WITHIN THE PRINCIPAL BUILDING SUCH AS LUNCH COUNTERS, DAIRY BARS, COFFEE SHOPS, AND OTHER SIMILAR ESTABLISHMENTS.
- RETAIL, LOW VOLUME
- THE SALE OR RENTAL OF GOODS OR MERCHANDISE, INCLUDING THE RENDERING OF SERVICES INCIDENTAL TO THE SALE OF SUCH GOODS, TAKING PLACE IN A BUILDING OF LESS THAN FIVE THOUSAND (5,000) SQUARE FEET. LOW VOLUME RETAIL PRIMARILY SERVES RESIDENTS OF THE SURROUNDING NEIGHBORHOOD.
- SERVICE ESTABLISHMENT, PERSONAL
- ESTABLISHMENTS PRIMARILY ENGAGED IN PROVIDING SERVICES INVOLVING THE CARE OF A PERSON OR THEIR GOODS SUCH AS BEAUTY SHOPS, BARBER SHOPS, LAUNDRY FACILITY, JEWELRY REPAIR SHOPS, DRY CLEANING ESTABLISHMENT (PICKUP ONLY), AND SHOE REPAIR, EXCLUDING THE PROCESSING OF PHYSICAL MATERIALS.

BATA TRANSFER STATION:

BATA INTENDS TO CONTINUE TO SERVE INDIAN TRAILS INTERCITY BUS RIDERS VIA ITS HALL STREET TRANSFER STATION. BUS SERVICE AT THE PROPOSED LAFRANIER TRANSFER STATION IS INTENDED FOR PRIMARILY BATA BUS SERVICES, BUT THE APPLICANT DOES NOT WISH TO LIMIT ANY FUTURE ADDITIONAL REGIONAL TRANSPORTATION OPPORTUNITIES SUCH AS EMPLOYER SHUTTLE BUSES ETC.

NOTES:

- ANY PROPOSED SIGNS SHALL BE SET BACK A MIN. OF 10' FROM ALL R.O.W. LINES, MEET ALL GARFIELD TOWNSHIP SIGN STANDARDS AND BE APPROVED THROUGH THE SIGN PERMITTING PROCESS.
- BICYCLE PARKING SPACES FOR APARTMENT BUILDINGS WAS CALCULATED BASED UPON REQUIRED PARKING SPACES PER BUILDING.
- BICYCLE PARKING SPACES FOR PROPOSED COMMERCIAL USE BUILDING IN RESIDENTIAL PHASE WAS CALCULATED USING OFFICE USE PARKING AT 1 SPACE PER 200 S.F.
- ALL BIKE RACKS TO MEET GARFIELD TOWNSHIP SPECIFICATIONS.
- UNLESS OTHERWISE NOTED, ALL SIDEWALKS ABUTTING PARKING SPACES ARE TO BE 7' IN WIDTH AND ALL OTHER SIDEWALKS ARE TO BE 5' IN WIDTH.
- ALL AREAS NOT OCCUPIED BY ROADS, PARKING LOTS, DRIVE LANES, RESIDENTIAL OR COMMERCIAL BUILDINGS, PRIVATE RESIDENTIAL LOTS, DUMPSTERS, FUEL TANKS OR SIMILAR, ARE TO BE CONSIDERED AS GENERAL COMMONS USE AREAS. AREAS LABELED ARE G-C ON SITE PLAN AREA SHOWN TO REPRESENT TYPICAL GENERAL COMMONS USE AREAS AN MAY NOT INCLUDE ALL GENERAL COMMONS USE AREAS.

MULTI-FAMILY RESIDENTIAL UNIT MIX (APPROXIMATE)

48%	100	STUDIOS (~400SF)
33%	70	ONE-BEDROOM (~600SF)
19%	40	TWO-BEDROOM (~800SF)
100%	210	TOTAL UNITS

MULTI-FAMILY PARKING

PHASE 1 MULTI-FAMILY HOUSING MAY PROCEED WITH 1.2 PARKING SPACES PER UNIT (RELIEF FROM STANDARD). PARKING CONDITIONS FOR THE FIRST PHASE OF THE MULTI-FAMILY RESIDENTIAL HOUSING SHALL BE REVIEWED PRIOR TO ISSUING A LAND USE PERMIT FOR SECOND PHASE OF THE MULTI-FAMILY RESIDENTIAL HOUSING.

LEGEND

B	PARK BENCH LOCATION
FL	"NO PARKING FIRE LANE" SIGN, TYP.
G-C	GENERAL COMMONS USE AREA
S	SIGN*

(*NOTE: PROPOSED GROUND-MOUNTED SIGNAGE MEETING TOWNSHIP ORDINANCE, P.U.D. STANDARDS & PER SEPARATELY SUBMITTED SIGN DETAILS & EXHIBITS.

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

PUD 2020-02-D
PM: dlm
DE: mmr
CDD: dlm
CREATED: 07.13.20
FOR NO: 20108 & 23072
C4.1

REV#	DATE	DES	DRN	CHK	DESC
26	23-08-02	dlm	mmr	jeh	Lafranier Access Drive, Road Commission, Clemland
27	24-01-09	dlm	mmr	jeh	Water & Sanitary As-Built for Twp.
28	23-12-13	dlm	mmr	pkh	PC Minor Amendment PUD 2020-02-8
29	24-05-08	dlm	mmr	pkh	PC Minor Amendment PUD 2020-02-9
30	24-10-28	dlm	mmr	pkh	PC Minor Amendment PUD 2020-02-9 - Add Playground & Sign to Ph-1
31	25-01-08	dlm	mmr	pkh	PC Minor Amendment PUD 2020-02-9 - Add Playground & Sign to Ph-1
32	25-02-04	dlm	mmr	pkh	PC Minor Amendment PUD 2020-02-9 - Add Playground & Sign to Ph-1

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



Charter Township of Garfield

Grand Traverse County

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

PLANNED DEVELOPMENT (PD) PLANNED SHOPPING CENTER (PSC) SIGN 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

- ☒ Planned Unit Development Sign Review
☐ Planned Shopping Center Sign Review

PROJECT / DEVELOPMENT NAME

The Flats at Carriage Commons

APPLICANT INFORMATION

Name: Andrew Kohlmann / Image360
Address: 1702 Barlow St., Traverse City, MI 49686
Phone Number: 231-933-7446
Email: andrew@image360tc.com

AGENT INFORMATION

Name:
Address:
Phone Number:
Email:

OWNER INFORMATION

Name: Jake Zunamon / Smith & Henzy Affordable Group
Address: 1100 NW 4TH AVENUE, DELRAY BEACH, FL 33444
Phone Number: (847) 868-6221
Email: zunamon@smithhenzy.com

CONTACT PERSON

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

<i>Applicant:</i>	Andrew Kohlmann
<i>Agent:</i>	
<i>Owner:</i>	Jake Zunamon

PROPERTY INFORMATION

<i>Property Address:</i>	1333 Lafranier Rd.
<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>	

SIGN REQUIREMENTS

- Refer to Section 630 of the Zoning Ordinance for sign requirements.

REQUIRED SUBMITTAL ITEMS

A complete application for a Planned Unit Development Sign Review or a Planned Shopping Center Sign 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

Site Diagram:

- ☐ Ten complete stapled 11"x17" 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.

SITE DIAGRAM

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

SIGN INVENTORY

List all existing signs located on the property, including type, sign face area, illumination, height, and location in a written table and on the Site Diagram.

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

- All proposed signs within a Planned Shopping Center Commercial District or a Planned Unit Development shall be submitted to the Planning Commission for final review and approval.
- The Planning Commission may approve, approve with conditions, or deny the proposed sign.

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:

Jake Zunamon

Applicant Signature:

Andrew Kohlmann

Agent Signature:

Date:

1/30/25

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 Andrew Kohlmann 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:

Jake Zunamon

Date:

1/30/25

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:

Jake Zunamon

Date:

1/30/25

Applicant Signature:

Andrew Kohlmann

Date:

1/30/25

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"/>

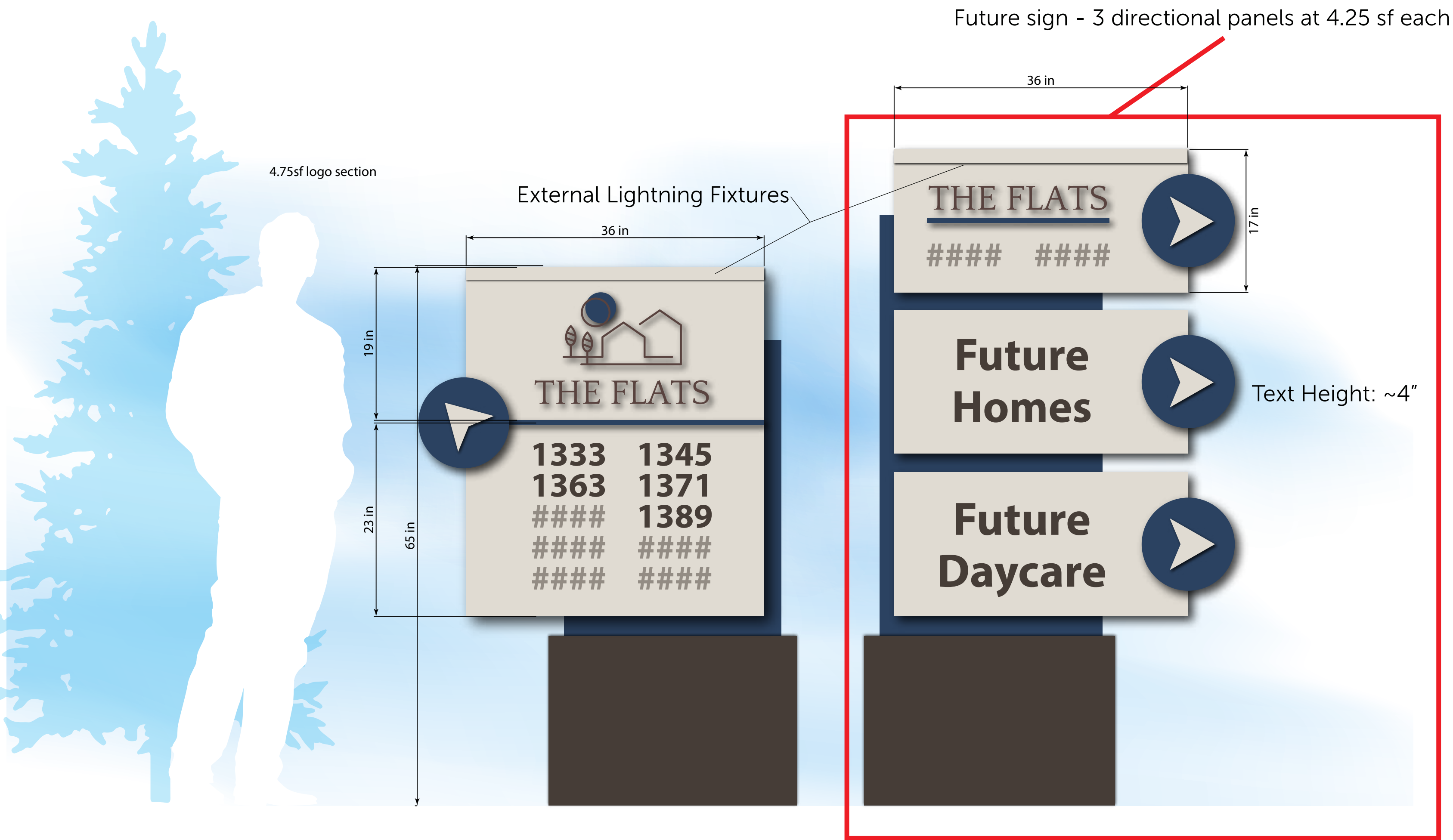


Design
BATA

Details: Exterior freestanding signs for the Flats/BATA project
Quantity: 1


INVOICE: 91317
Project Manager: Andrew
Designer: Justin

(Proof Version: 13) 01/13/25



1/10 Scale



 Charter Township of Garfield Planning Department Report No. 2025-14		
Prepared:	February 5, 2025	Pages: 4
Meeting:	February 12, 2025 Planning Commission	Attachments: <input checked="" type="checkbox"/>
Subject:	Ollie's Bargain Outlet – Site Plan Review	
Applicant:	Ollie's Bargain Outlet	
Owner:	Eddie Bowles / Grand Traverse Mall LLC/Brookfield Properties	
Agent:	Frank Meyers / GFM Architecture LLC	
File No.	SPR-2025-01	
Parcel No.	05-021-015-00	

PURPOSE OF APPLICATION:

Applications for development within the C-P Planned Shopping Center district shall be reviewed by the Planning Commission for compliance with Article 4, § 424 – Site Plans and Article 5 – Development Standards.

BACKGROUND:

The site is located at 3350 W South Airport Road at the Grand Traverse Mall and is the tenant space for the former TJ Maxx store. The tenant space is approximately 27,799 square feet in floor area. The proposed Ollie's Bargain Outlet is another retail use which is proposed to occupy this tenant space. While there is no change in use, the proposed renovation of the tenant space will create a new entrance to the Grand Traverse Mall. Such a change has the potential impact the intended site circulation as required by the Planned Shopping Center district. Precedent was set when site plan review was required for the Dunham's Sports store was established with a new exterior customer entrance to the Grand Traverse Mall in 2015.

The subject location is identified by the red star on the aerial photograph below:



SITE DEVELOPMENT REQUIREMENTS:***(1) General***

Applications for development within the C-P Planned Shopping Center shall be reviewed by the Planning Commission for compliance with Article 4, § 424 – Site Plans and Article 5 – Development Standards. The following criteria as listed in Section 424.F(1)(a)-(j) of the Zoning Ordinance are offered for consideration by the Planning Commission:

(a) Required Information. *All required information shall be provided.*

- The scale of the proposal involves altering an existing development. All the necessary information for review has been provided. Any outstanding items may potentially be made a condition of site plan approval.

(b) 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.*

- The applicant is required to comply with all agencies with jurisdiction. Agency approvals may be a condition of site plan approval.

(c) 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.*

- As this application is for a use at an existing commercial site, essential facilities and services are in place.
- The site is accessed from major roads and is serviced by existing public sewer and water.
- The site has been used as commercial without overburdening area municipal services.

(d) 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.*

- The proposed use only impacts a small portion of the existing building on the site.
- Any existing natural buffer as required in the C-P District will remain intact.
- There are no known sensitive natural features on the site.

(e) 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.*

- The site is a well-established planned shopping center and has been in operation for more than 30 years.
- The proposed use does include altering the existing building by creating a new customer entrance to the Grand Traverse Mall. However, the existing interior connection between the inner walkway of the mall and this tenant space will be sealed off. The application states: “All Ollie's locations typically have one entrance and exit, requiring the removal of the mall concourse entrance. The purpose of this store design is two-fold: (1) Diversity of products sold require all space provided to be utilized. (2) Security - loss prevention.

Multiple large exits combined with the previous notation of products make layout difficult.”

- The mall owner, Grand Traverse Mall LLC/Brookfield Properties, has provided a letter stating that is proposed change only affects the subject tenant space and is not part of any other plan to alter the mall.
- Unless there is an overall plan to alter the entire site, then the review of this application is limited to the exterior improvements.

(f) **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.*

- A new customer entrance is proposed to be constructed at the rear entrance to the former TJ Maxx store. In addition, to the new customer entrance, an additional new door for employee use is proposed. All existing external doors will remain in place.
- The existing interior connection between the inner walkway of the mall and this tenant space will be sealed off.
- The C-P District envisions a planned shopping center that may have several entrances with some that would not face a street.

(g) **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 use will rely on existing entrances to the Grand Traverse Mall, including access from South Airport Road and US-31.
- The proposed use will rely on existing sidewalks on the property. The new exterior customer entrance will provide steps and a ramp to the doorway.
- As proposed, the sidewalks will not have connection to any other mall entrances.

(h) **Shared Drives.** *Where the opportunity exists, developments shall use shared drives. Unnecessary curb cuts shall not be permitted.*

- As described above, the development site will use the existing entrance drives on South Airport Road and US-31 which serve all the Grand Traverse Mall site.

(i) **Impervious Surfaces.** *The amount of impervious surface has been limited on the site to the extent practical.*

- The site is in an existing development. The proposed site plan will not reduce nor increase the impervious surface.

(j) **Master Plan.** *The proposal is not in conflict with the land use policies, goals and objectives of the Township Master Plan.*

- The proposed use fits with the Future Land Use Map in the Master Plan, as the parcel and surrounding vicinity are envisioned as Mixed Use Center (Garfield Center) which states

“Garfield Center is the primary commercial area of Garfield centered along South Airport Road and primarily east of the intersection with US 31. Grand Traverse Mall and Grand Traverse Crossing are the two major developments comprising this longstanding commercial district that serves local and regional needs.” The Master Plan further supports, “Mixed-use development that supplements existing commercial uses and provides diversity of uses, including high density residential, entertainment, offices, and vibrant public spaces. Consideration shall be given to surrounding existing uses, future land use, and site design to determine the compatibility of proposed mixed-use developments.”

(2) External Access

The proposed use will gain its direct access from the existing Grand Traverse Mall entrance drives on South Airport Road and US-31.

(3) Internal Pedestrian Circulation

Section 522 requires pathways and interior sidewalks. The exterior entrances have some internal sidewalks, but there are no sidewalks connecting to the Mall Trail along US-31 or connections to existing sidewalks along South Airport Road.

(4) Non-Motorized Pathways

Sidewalks have been installed along road frontages and internally within the site. Previous and future improvements may trigger the requirement for additional sidewalks in accordance with the Non-Motorized Plan of the Master Plan and Section 522 of the Zoning Ordinance.

(5) Building Placement

The building placement is existing development with no proposed expansion of the building footprint.

(6) Vegetative Transition Strip

A fifty-foot-wide vegetative transition strip is required if the site abuts a residential or agricultural zone. An existing transition strip is in place with no proposed changes.

(7) Service Drives

Access to the site, including the parking lots, is from existing service drives to major thoroughfares.

(8) Prohibited Outdoor Storage

The applicant does not propose any outdoor storage on this site.

RECOMMENDATION:

Following the applicant presentation and Planning Commission discussion, if Commissioners are prepared to decide on the application, then the following motion in support of approval is offered:

MOTION THAT application SPR-2025-01, submitted by Frank Meyers for a retail outlet and new entrance to the Grand Traverse Mall on parcel 05-021-015-00 located at 3350 W. South Airport Road, BE APPROVED, subject to the condition that all agency reviews shall be received and deemed compliant prior to issuing a Land Use Permit or Building Permit.

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

Attachments:

1. Site Plan Review Application with Attachments – dated January 6, 2025
2. Brookfield Properties Non-Redevelopment Letter – dated January 13, 2025
3. Ollie's Bargain Outlet Permit Set (Excerpt) – dated April 2024



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

Adaptive Re-use of Former TJ Max tenant space into **Ollie's Bargain Outlet**

APPLICANT INFORMATION

Name:	Ollie's Bargain Outlet		
Address:	6295 Allentown Blvd., Suite 1, Harrisburg PA		
Phone Number:	248-255-8984		
Email:			

AGENT INFORMATION

Name:	Frank Meyers (GFM Architecture, LLC)		
Address:	1201 S Purpera Ave, STE 301, Gonzales, LA		
Phone Number:	225-754-4345		
Email:	office@gfmarch.com		

OWNER INFORMATION

Name:	Eddie Bowles (GRAND TRAVERSE MALL LLC/BROOKFIELD)		
Address:	350 N. Orleans St, STE 300, Chicago, IL		
Phone Number:	312-960-2822		
Email:	edward.bowles@bpretail.com		

CONTACT PERSON

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

Applicant:

Agent:

Owner:

Frank Meyers

PROPERTY INFORMATION

Property Address:

3350 W South Alrport Rd, Traverse City, MI 49684

Property Identification Number:

05-021-015-00

Legal Description:

Zoning District:

Planned Shopping

Master Plan Future Land Use Designation:

Mixed Use Center

Area of Property (acres or square feet):

4,701,669.77

Existing Use(s):

Mercantile Tenant

Proposed Use(s):

Mercantile Tenant

PROJECT TIMELINE

Estimated Start Date:

Estimated Completion Date:

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:

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

Note: Ten complete stapled 11"x17" paper sets will be required for submittal after completeness review.

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.

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.

APPROVAL CRITERIA (continued)

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 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. Stormwater Review/Soil Erosion

- | | | | |
|--|-------------------------------------|--------------------------|-------------------------------------|
| 1. Soil Erosion Plans approved by Soil Erosion Office? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input 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:

	Edward Bowles, Sr Director Tenant Coordination, Brookfield Properties
	Keith A. Thompson, Ollie's Burgin & Let
	Galen F. Meyers, AIA, Architect

Applicant Signature:

Agent Signature:


Date:

OWNER'S AUTHORIZATION

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

I/We Edward Bowles 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:


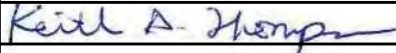

1/6/2025

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:


1/6/2025

01/06/2025

Date:

Applicant Signature:

Date:

Required Site Plan Elements Checklist (See § 956 of the Zoning Ordinance) Site Diagram (SD) / Administrative Site Plan (ASP) / Site Development Plan (SDP)		SD	ASP/ SDP
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 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"/>	
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"/>	

Ollie's Bargain Outlet Proposed Use of Former TJ Maxx Tenant Space.

Ollie's Bargain Outlet plans include adaptive re-use of existing mercantile tenant space. Alterations for this space are minimal, with most utilities, partitions, and sales floor to be used as-is with new finishes.

Occupancy is to be same as previous, type M mercantile.

Sales floor is to remain as is in terms of size and location.

For your consideration:

Ollie's will be a new mercantile tenant located in the former anchor location. Due to Ollie's store layout and process by which patrons are welcomed, and purchase products the following adaptations are proposed:

1.) Provide new exterior entrance to anchor location as typical in Mall locations so as to facilitate direct access from parking area provided.

2.) Ollie's utilizes a queue system at checkout which requires all patrons to proceed in an organized manner to the next available register located at the main entrance / access.

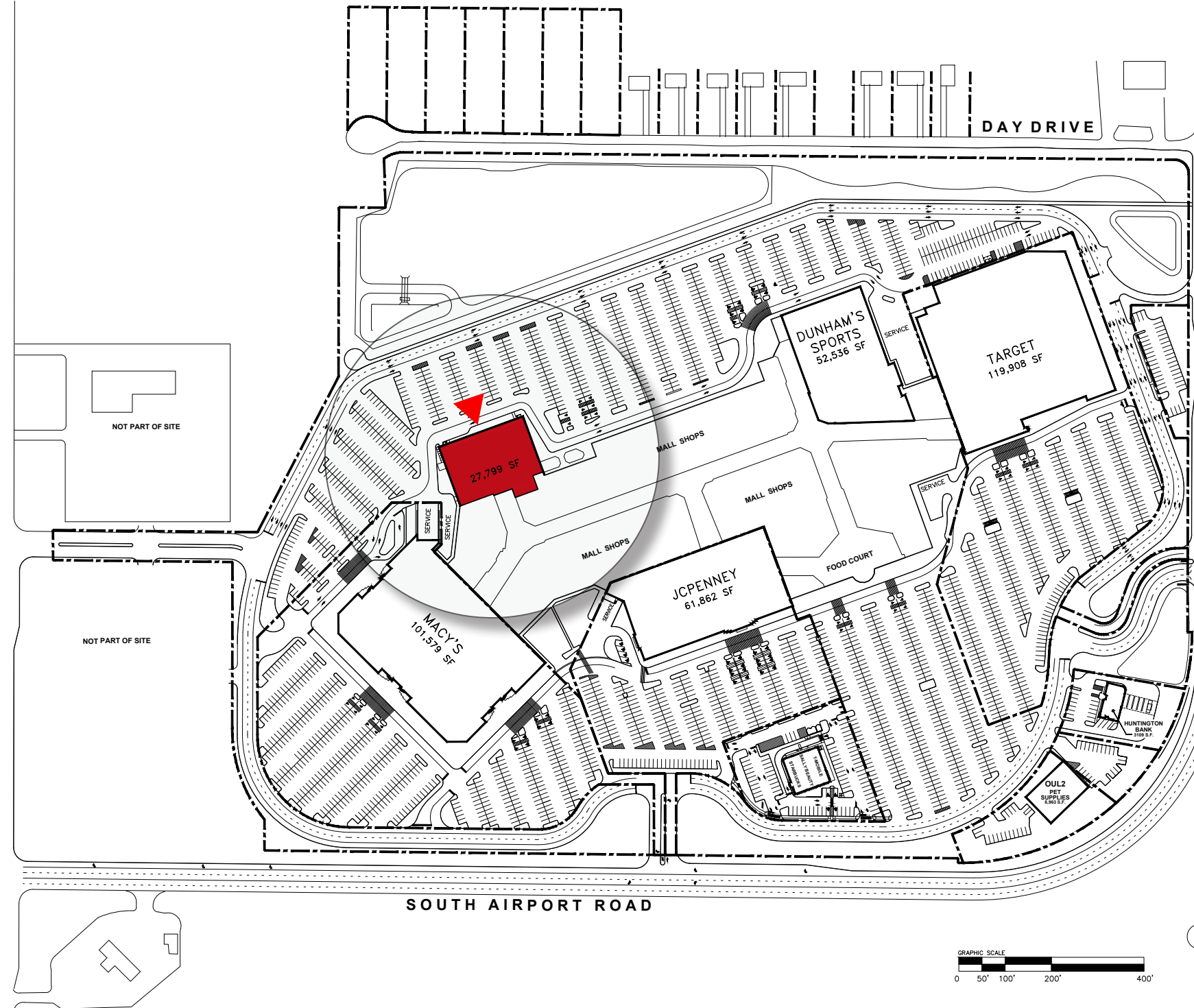
a.) The main access for the store will be the direct access to the exterior parking.

b.) All Ollie's locations typically have one entrance and exit, requiring the removal of the mall concourse entrance. The purpose of this store design is two-fold:

1. Diversity of products sold require all space provided to be utilized.

2. Security - loss prevention. Multiple large exits combined with the previous notation of products make layout difficult.

US 31 & MS 37 HIGHWAYS



Benefit of Proposed Layout

The decline of shopping malls nationally presents a significant challenge, but innovative strategies like integrating outdoor shopping areas with existing interior spaces offer a promising solution. This approach enhances accessibility for customers and creates opportunities to attract new tenants, ultimately extending the lifespan of malls.

For instance, a mall we worked on in Valdosta, Georgia, experienced a significant increase in traffic after incorporating an outdoor shopping component. Customers appreciate the convenience of accessing anchor stores directly from the exterior, while the outdoor space also draws them into the interior food court and other shops. This revitalization strategy has generated renewed interest and extended the viability of the mall.

While the provided example from our site documentation, showing customer activity on a Wednesday morning in a less populated area, offers a snapshot of the mall's success, further data and analysis would strengthen the argument.

All stores shown in the image do not have direct access to the mall concourse.



Revolutionizing
the retail industry
brookfieldproperties.com

Brookfield
Properties

GRAND TRAVERSE
MALL

Box Store Concept

Grand Traverse Mall, Traverse City, MI

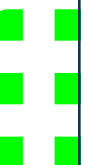
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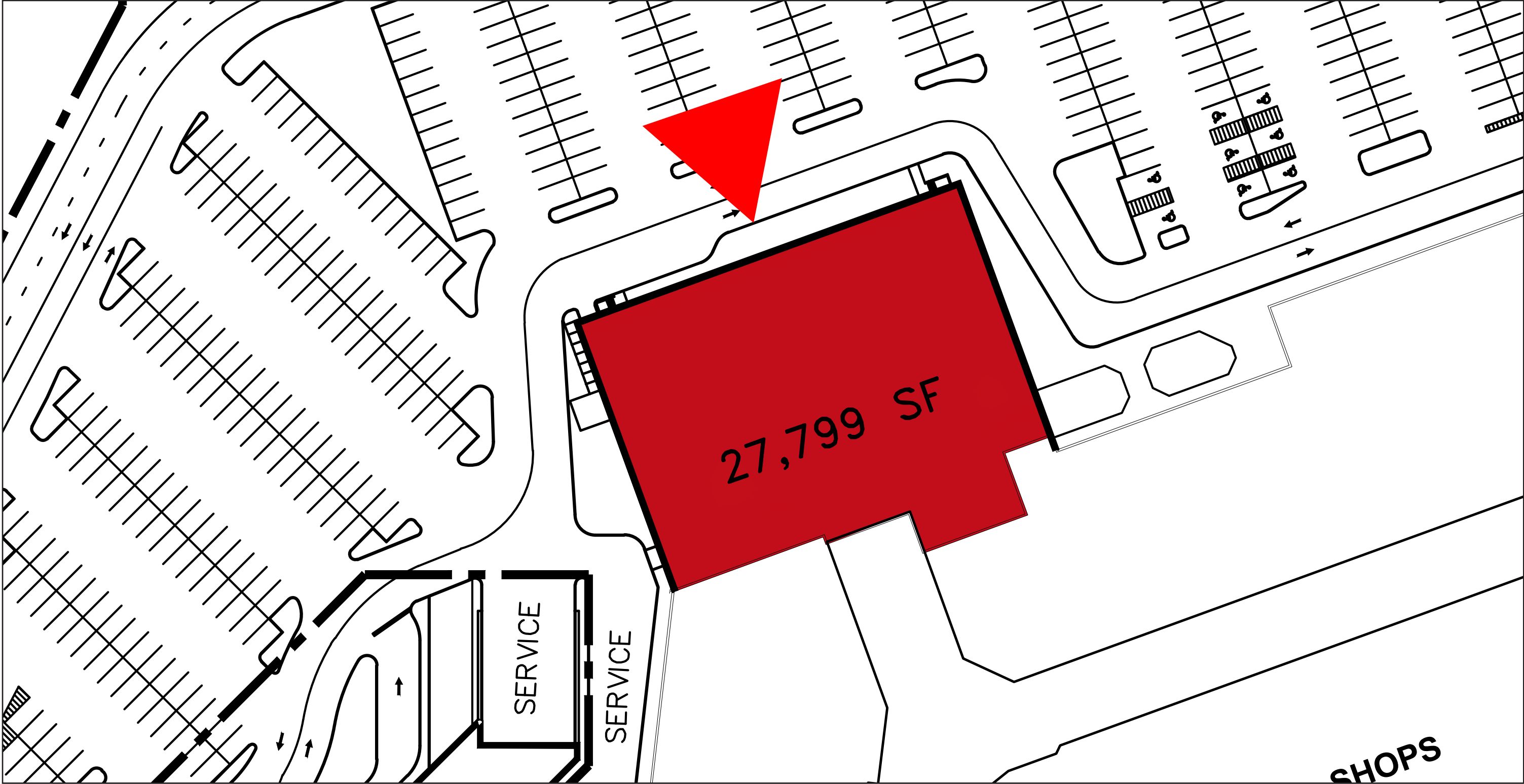
Retail Design and Development

Sr Dir, Leasing - Big Box: Brian Tader

Retail Design: Austin Wyeth

Submittal Date: 10.24.2023





Detailed Plan View 3

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the retail industry
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Brookfield
Properties

GRAND TRAVERSE MALL

Box Store Concept

Grand Traverse Mall, Traverse City, MI

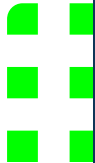
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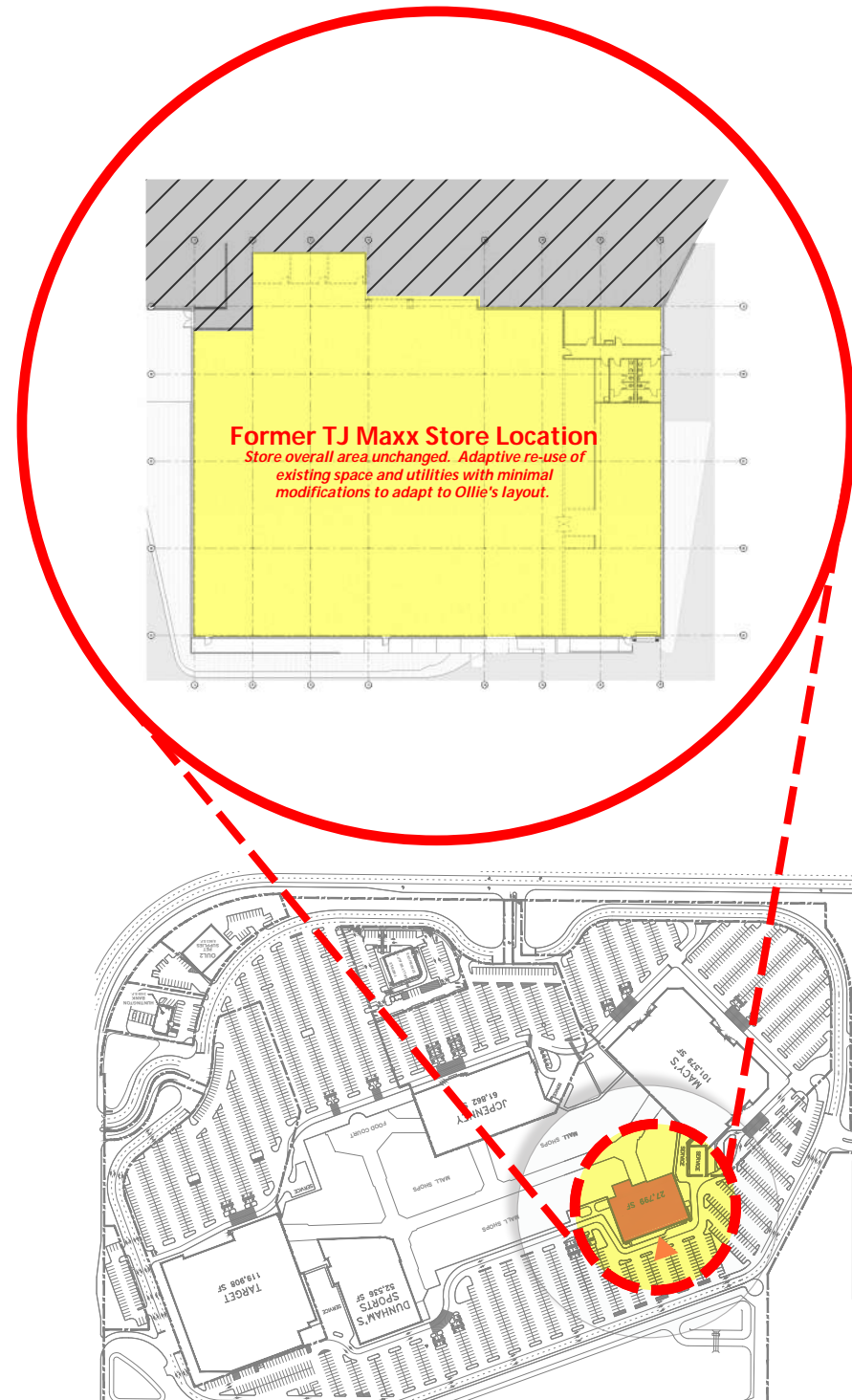
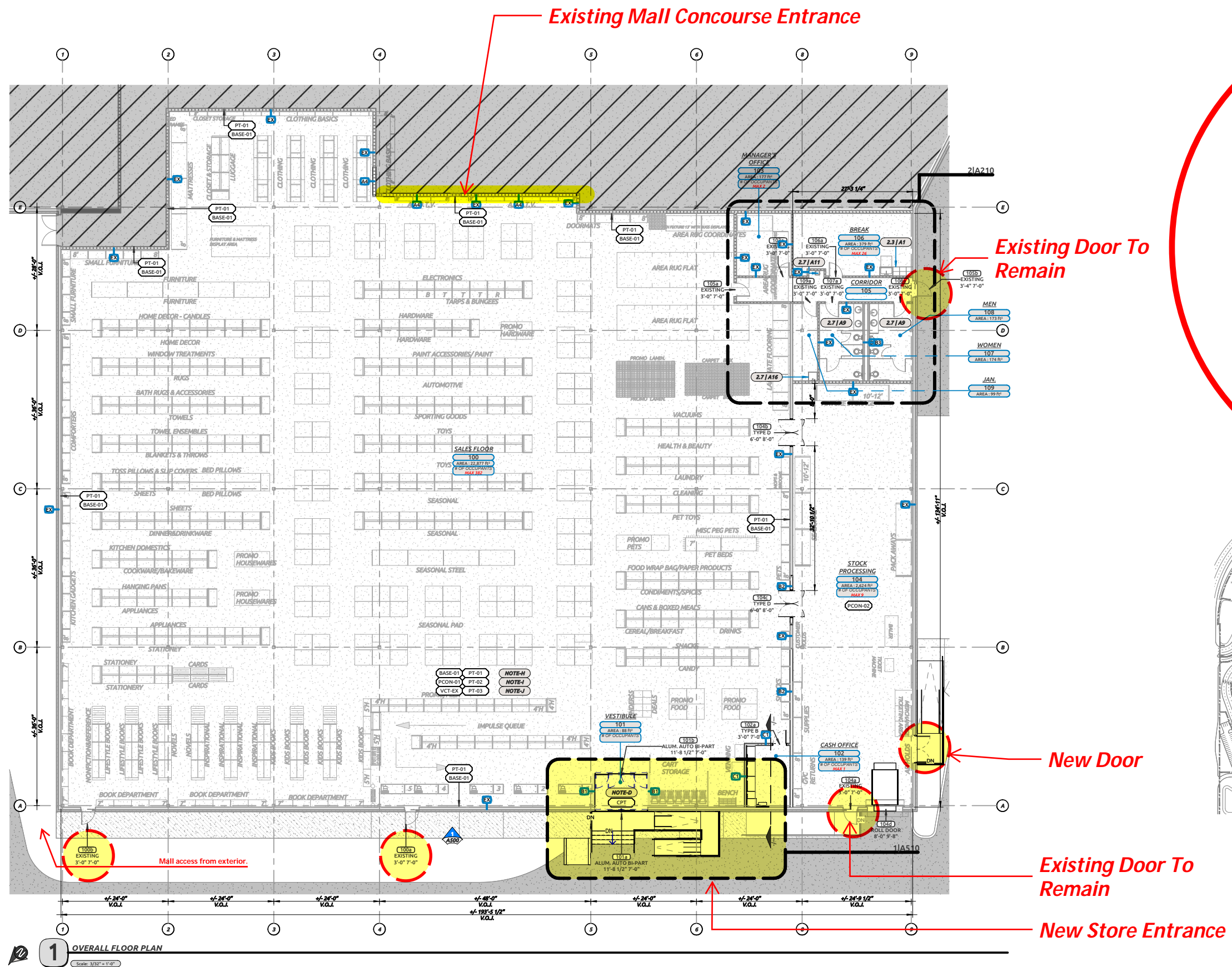
Retail Design and Development

Sr Dir, Leasing - Big Box: Brian Tader

Retail Design: Austin Wyeth

Submittal Date: 10.24.2023





**GRAND TRAVERSE COUNTY ENVIRONMENTAL HEALTH
SOIL EROSION AND SEDIMENTATION CONTROL
SITE DETERMINATION FORM**

PART 91, SOIL EROSION & SEDIMENTATION CONTROL, ACT 451 OF 1994,
AS AMENDED & GTCHD SOIL EROSION SEDIMENTATION CONTROL ORDINANCE

Office Use Only	Amount: \$ 25.00
	Receipt #: 101412024
	Received By: CMB

NOV 20 2024

Environmental Health

Project Type: ☐ Residential ☒ Commercial

Project Address: 3350 3200 W SOUTH AIRPORT RD City, Zip: TRAVERSE CITY, MI 49684

Tax #: 05-021-015-00 Twp: GARFIELD TOWNSHIP Section: 21

Subdivision: Lot:

Size of Earth Change: 260 sq. ft Start Date: 1/2/25 Completion Date: 3/26/25

Name & Distance to Nearest Surface Water, Wetland or Drain:

Describe Project: TENANT IMPROVEMENT PROJECT FOR NEW TENANT IN EXISTING BUILDING.

*** DETERMINATIONS MUST BE SUBMITTED WITH AN ACCURATE SITE PLAN OF PROPOSED WORK***

Owner's Name: GRAND TRAVERSE MALL LLC/BROOKFIELD PROPERTY PARTNERS LP

Owner's Mailing Address: PO BOX 101042 City, State, Zip: CHICAGO, IL 60610

Owner's Phone: 312.960.5007 Owner's email: Brian.Tader@bpretail.com

Applicant (if other than owner): GALEN FRANK MEYERS

Address: 1201 S PURPERA AVE STE 301 City, State, Zip: GONZALES, LA 70737

Phone: 225.754.4345 Email: OFFICE@GFMARCH.COM

-----DEPARTMENT USE ONLY: COMPLETED BY SANITARIAN-----

THE FOLLOWING CRITERIA APPLY:

SOM PA 451, PART 91 REQUIREMENTS

- ☐ Within 500' of Lake or Stream
☐ Disturb 1 acre or more

GTCHD SESC REQUIREMENTS

- ☐ Within 500' of Regulated Wetland ☐ Slopes of 20% or greater
☐ Within 500' of a County Drain ☐ Group D Hydrologic Soils

Comments: Miller Creek 1900'S, wetland 800' N, 0-2% slope, less than one acre

☐ OFFICE REVIEW ☐ FIELD REVIEW

Based on information provided by the Land Owner, the requirement for a Soil Erosion/Sedimentation Control (SESC) Permit has been reviewed in accordance with Part 91, Act 451 of 1994 and the Grand Traverse County Soil Erosion and Sedimentation Control Ordinance, as amended. Grand Traverse County Health Department, County Enforcing Agency, has determined that a SESC Permit is:

☒ NOT REQUIRED

☐ REQUIRED

Sanitarian Reviewer: [Signature]

Date: 11/20/24

January 13, 2025

TO: JOHN SYCH
CHARTER TOWNSHIP OF GARFIELD, MI
via email: jsych@garfield-twp.com

RE: NOTICE OF NON-REDEVELOPMENT / GRAND TRAVERSE MALL, MICHIGAN
OLLIE'S BARGAIN OUTLET / Space N° 0250

Dear John:

This letter shall serve as notice that at this time, Brookfield Properties has no plans to redevelop the shopping center from its current configuration, operation and use. The project known as Ollie's Bargain Outlet set to backfill the prior TJ Maxx space, who subsequently left the center at lease expiration, to move to another location, has submitted initial plans to close off the interior entry into the space and create an exterior entry facing the parking lot. The reason for closing off the interior entry is for theft, primary, and shopping carts. The single exterior entry helps to mitigate "grab and run" thefts, and prevents shopping carts from littering the interior of the center. There is an existing loading dock on the exterior wall that will remain, and a new exterior entry created next to that loading dock with an ADA path of travel to the parking lot. There will be no changes to the traffic patterns, however new ADA parking areas will be added. Ollie's Bargain Outlet will submit a full set of CD and site plans for review via the standard plan review process.

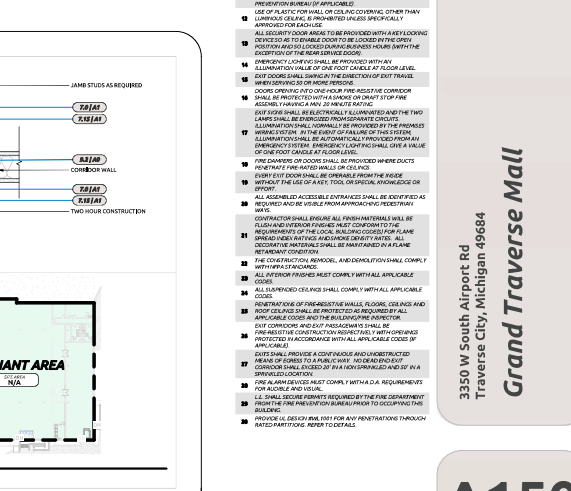
If you have any questions, please don't hesitate to reach out via my contact info below.

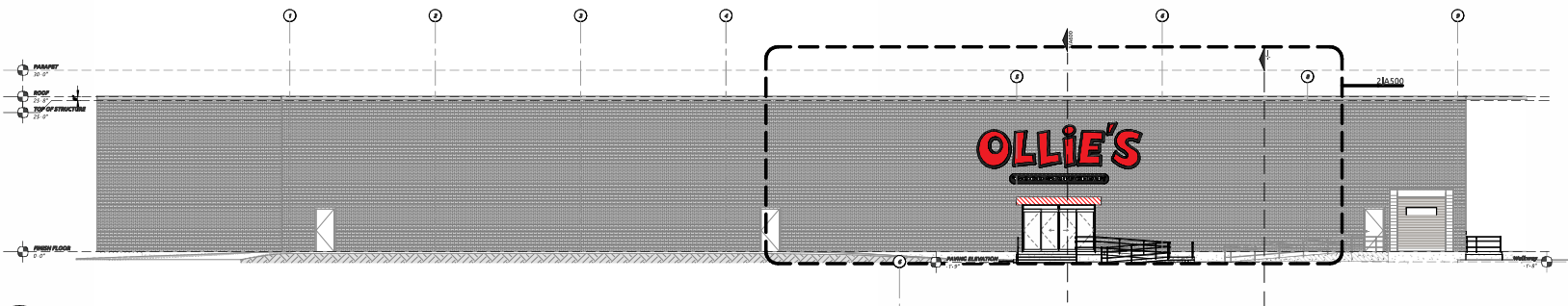
Sincerely,



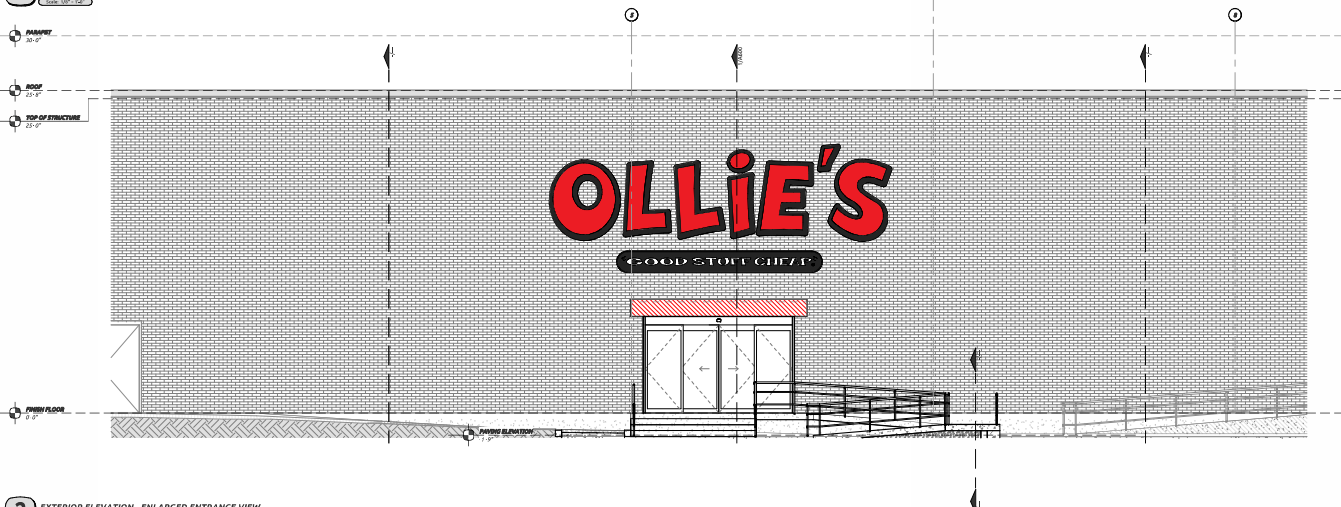
Eddie Bowles | Senior Director Tenant Coordination | Brookfield Properties
edward.bowles@bpretail.com | 818.858.4922

Cc:
Mall Management
Leasing Team

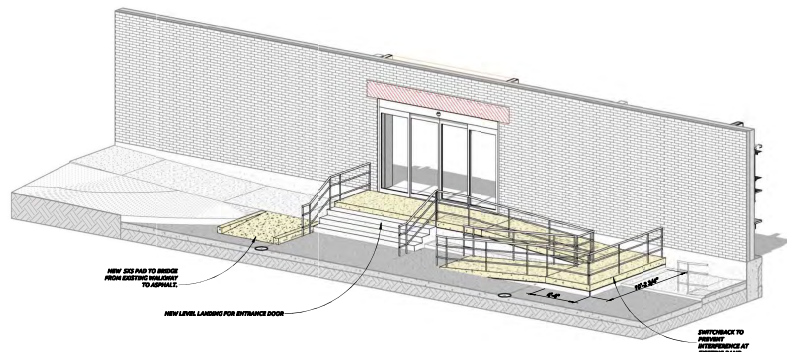




1 EXTERIOR ELEVATION



2 EXTERIOR ELEVATION - ENLARGED ENTRANCE VIEW



3 3D VIEW - NEW OLLIE'S ENTRANCE

GENERAL NOTES

THE CONTRACTOR SHALL TAKE ALL PRECAUTION POSSIBLE TO PREVENT DAMAGE TO ANY EXISTING BUILDING ELEMENT TO REMAIN. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE REPAIR OF ANY DAMAGE CAUSED BY HIS WORK OR ANY SUBCONTRACTOR.

THE FINISH FACE OF MATERIAL OF NEW PARTITIONS SHALL ALIGN ON BOTH SIDES OF THE PARTITION WITH THE FACE OF THE MATERIALS ON EXISTING COLUMNS, WALLS, OR PARTITIONS, UNLESS NOTED.

THE CONTRACTOR SHALL VERIFY DIMENSIONS OF AS-BUILT CONDITIONS, AND NOTIFY THE ARCHITECT IN WRITING OF ANY DISCREPANCIES. ALL INFORMATION SHOWN ON THE CONSTRUCTION DOCUMENTS IS BASED ON FIELD OBSERVATIONS AND/OR THE ORIGINAL CONSTRUCTION DOCUMENTS OF THE FACILITY.

THE CONTRACTOR SHALL BE RESPONSIBLE FOR CORRECTING DEFECTIVE WORK IN EXISTING CONSTRUCTION WITHIN THE LIMITS OF THE CONSTRUCTION AREA.

REMOVE MECHANICAL AND ELECTRICAL FIXTURES AND CAP OR REMOVE EXISTING PIPING IN FINISH AREAS.

COORDINATE PLANS FOR NEW CONSTRUCTION/ DEMOLITION PLANS FOR EXTENT OF REMOVAL. REMOVE ONLY THOSE PORTIONS OF WALLS, FLOORS, CEILINGS, ETC. NECESSARY TO ACCOMMODATE NEW CONSTRUCTION.

DIMENSIONS ARE NOT ADJUSTABLE UNLESS NOTED WITH A +/- SYMBOL. ONLY NORMAL INDUSTRY STANDARD TOLERANCES ARE ACCEPTABLE DEVIATIONS FROM DIMENSIONS INDICATED. DO NOT SCALE DRAWINGS. ALL DIMENSIONS NOTED AS "CLEAR" SHALL MAINTAIN THE FULL SPACE INDICATED WITHOUT ENCROACHMENTS. ALL VERTICAL HEIGHTS INDICATED ARE FROM THE FINISH FLOOR ELEVATION AT THE BASE OF THE ITEM INDICATED. UNLESS NOTED

OTHERWISE, WHERE WALLS, JAMBS, OR OTHER ITEMS ARE NOTED TO "ALIGN", THE FACE OF ITEMS INDICATED SHALL BE IN LINE WITH EACH OTHER TO FORM A STRAIGHT LINE. PRIOR TO OFFSETS OR DEVIATIONS, FIELD VERIFY ALL DIMENSIONS. UNLESS NOTED OTHERWISE, DIMENSIONS ARE ACTUAL, NOT NOMINAL.

ALL SCALES INDICATED ON DRAWINGS ARE FOR ARCHITECT'S REFERENCE ONLY. GC, OR SUBS AND TRADES SHALL NOT SCALE DRAWINGS AND INTERPRET ARCHITECT'S INTENT.

SHEET KEYNOTES

Project: 24-3-08
Date: April 2024
Drawn By: GFR



GFM Architecture
1201 S. Perspers Ave Ste 301
Greenville, Louisiana 70237

THIS DOCUMENT CONTAINS CONFIDENTIAL AND PROPRIETARY INFORMATION THAT CANNOT BE REPRODUCED OR DISCLOSED, IN WHOLE OR IN PART, WITHOUT WRITTEN AUTHORIZATION FROM GCM ARCHITECTURE, LLC. THIS DRAWING IS NOT TO BE REPRODUCED OR COPIED IN WHOLE OR IN PART. IT IS ONLY TO BE USED FOR THE DATE, PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREIN.

SCALES AS LABELED ARE INTENDED AS REFERENCE ONLY. ACCURACY OF DRAWINGS TO SCALE PROVIDED ARE NOT GUARANTEED, AND SHOULD NOT BE UTILIZED AS A MEASUREMENT TOOL.

REVISION		
No.	Description	Date
1		



ENGINEERS

STRUCTURAL ENGINEER

MECHANICAL / PLUMBING

ELECTRICAL ENGINEER

CIVIL ENGINEER



3350 W South Airport Rd
Traverse City, Michigan 49684

Grand Traverse Mall

A500