



# Land Information Access Association

July 1, 2008

Catherine Ballard  
Chief  
Coastal Management  
Program, Michigan  
Department of  
Environmental Quality

Mr. Russ Soyring, Planning Director - City of Traverse City  
Governmental Center, 2nd Floor  
400 Boardman Avenue  
Traverse City, MI 49684

Douglas Luciani  
*President & CEO*  
Traverse City Area  
Chamber of Commerce

Dear Mr. Soyring,

Jack Bails, M.S.,  
*Vice President*  
Public Sector  
Consultants, Inc.

We are pleased to inform you that the City of Traverse City and the Charter Township of Garfield, working in collaboration with the Grand Traverse Commons Joint Planning Commission, has been selected to participate in the *Partnerships for Change Sustainable Communities Program*. The *Program* sponsors found that your proposal was well supported by the participating municipalities, is consistent with the objectives of the *Partnerships for Change Sustainable Communities Program*, and provides the necessary funds and matching efforts. Therefore, we are offering this letter of agreement to the City of Traverse City, the Charter Township of Garfield and the Grand Traverse Commons Joint Planning Commission.

Sandra Clark  
*Director*  
Michigan  
Historical Center

You have been identified as one of the primary contacts for this project. We ask that you and representatives from the participating units of government review this letter carefully. If you or any of the project partners do not agree with any of the terms and conditions set forth below, please contact us at your earliest convenience. If these terms are acceptable, please provide a signed original at our first project meeting. Please note, we are asking for the appropriate signatures from the City of Traverse City, the Charter Township of Garfield and the Grand Traverse Commons Joint Planning Commission.

Gerald A. Fisher, J.D.  
*Associate Professor*  
Thomas M. Cooley  
Law School

Marlene J. Fluharty  
*Executive Director*  
Americana Foundation

## Overall Project Description

Daniel T. Kildee  
*County Treasurer*  
Genesee County

*Partnerships for Change Sustainable Communities* is a multi jurisdictional planning assistance program developed by LIAA, Michigan Municipal League (MML), Michigan Townships Association (MTA), Michigan Association of Planning (MAP), and Michigan State University Extension (MSUE). The overall mission of the program is to foster new and expanded cooperation between cities, townships and villages in developing and carrying out local land use policies that contribute to the preservation of cultural and natural resources. Wherever possible, these policies will encourage urban redevelopment and discourage urban sprawl. Administered by LIAA, *Partnerships for Change Sustainable Communities* is funded by grants from the C.S. Mott, Frey, and W.K. Kellogg Foundations, and the Coastal Management Program (Department of Environmental Quality), as well as MML and MTA.

Barbara Nelson-Jameson  
*Michigan Coordinator*  
Rivers & Trails Program  
US National Park Service

Richard K. Norton, Ph.D., J.D.  
*Assistant Professor*  
University of Michigan

## Benefits to the Region

Virginia B. Pierce  
*Co-owner*  
EcoLogic

The project sponsors are committed to the success of the *Partnerships for Change Sustainable Communities Program*. We have agreed to provide professional planning assistance and technical support to the Grand Traverse Commons Joint Planning

324 Munson Avenue  
Traverse City  
MI 49686  
(231) 929-3696  
fax: (231) 929-3771  
[www.liaa.org](http://www.liaa.org)

Commission and participating units of government in developing useful, appropriate, and well-supported intergovernmental planning policies and programs consistent with Michigan's enabling legislation. LIAA will organize and present this assistance over a period of up to 10 months as needed to achieve success in this project, including:

- Project planning and management;
- On-site facilitation services, surveys, workshops and educational assistance;
- Research and analyses (e.g., identifying & evaluating alternatives);
- Geographic/Infrastructure analyses and map production; and
- Development and drafting of implementation policies (e.g., plan and zoning ordinance).

LIAA will provide regular progress reports indicating the amount and type of assistance provided over the reporting period and the amount of service remaining in the grant.

As discussed during our preliminary meeting, the *Partnerships for Change Sustainable Communities Program* and LIAA will provide at least \$60,000 worth of services over the term of this project. The *Partnerships for Change Sustainable Communities Program* will cover \$39,000 worth of these costs and the participating municipalities will provide the remaining \$21,000 (as cash match). The fiduciary for this project will be responsible for securing and delivering the matching funds.

### **Participation Agreement**

Through its voluntary application to the *Partnerships for Change Sustainable Communities Program* and the execution of this agreement, the City of Traverse City, the Charter Township of Garfield and the Grand Traverse Commons Joint Planning Commission agree with and will support the goals and objectives of the *Partnerships for Change Sustainable Communities Program*, as described in the program description, the scope of work and the proposal you submitted April 30, 2008. Through this agreement, the City of Traverse City, the Charter Township of Garfield, and the Grand Traverse Commons Joint Planning Commission agree to work in good faith together to develop a master plan and zoning ordinance for the Grand Traverse Commons Redevelopment District. Toward that end, the master plan will address several key planning components consistent with the Michigan Planning Enabling Act, including: present conditions and future growth, non-motorized transportation, service infrastructure, historical preservation, physical and economic development and land use with respect to the Grand Traverse Commons Redevelopment District. In addition, the zoning ordinance will address zoning components consistent with the Michigan Zoning Enabling Act, including: general provisions, authorization, adoption and enforcement, special uses, appeals and compliance.

The participating local units of government also agree to:

1. Make a cash payment of \$21,000 to LIAA as matching funds for the *Partnerships for Change Sustainable Communities Program* on or within **three months** from project start up.
2. Contribute the time and commitment of community leaders and appropriate governmental staff members toward the success of this project, providing periodic reports on this *in-kind* effort.
3. Encourage the participation of a broad spectrum of citizens, interest groups, community leaders and public officials in the development of the master plan and zoning ordinance.
4. With the cooperation and involvement of all local units of government and the Joint Planning Commission, take steps to implement the land use policies developed through this project.
5. Participate in evaluation efforts associated with *Partnerships for Change Sustainable Communities*.

**Acceptance**

This agreement letter, the *Partnerships for Change Sustainable Communities Program* description, the *Grand Traverse Commons* project application (dated April 30, 2008), and the *Scope of Work* contain the entire agreement between the *City of Traverse City*, the *Charter Township of Garfield*, and the *Grand Traverse Commons Joint Planning Commission* and LIAA. Any changes in this agreement require at least 30 days notice and must be made with the full agreement of LIAA, the City of Traverse City, the Charter Township of Garfield and the Grand Traverse Commons Joint Planning Commission. Please indicate your acceptance of this agreement by providing an original signed copy of this agreement to LIAA at the first project meeting. The signatures provided must include the duly appointed representatives from the City of Traverse City, the Charter Township of Garfield and the Grand Traverse Commons Joint Planning Commission. In signing this agreement, these representatives will bind their local units of government to execute this cooperative effort.

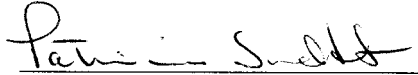
Sincerely,  

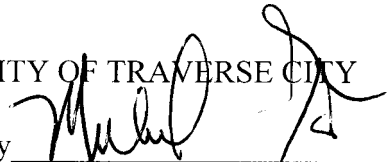


Jo VanderMeulen, Ph.D.  
Executive Director

cc: Daniel P. Gilmartin, Michigan Municipal League  
Larry Merrill, Michigan Township Association  
Andrea Brown, Michigan Society of Planning  
Kurt Schindler, MSU Extension

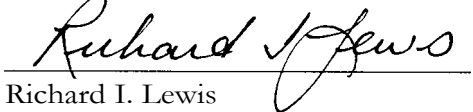
We have read and understand this letter for the *Partnerships for Change Sustainable Communities* project. We agree that the terms and conditions are acceptable to us and that we will comply with these terms and conditions.

WITNESSES:

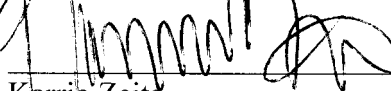
  
\_\_\_\_\_

CITY OF TRAVERSE CITY  
By   
Michael Estes, Mayor  
By   
Debra A. Curtiss, City Clerk

APPROVED AS TO SUBSTANCE:

  
Richard I. Lewis  
City Manager

APPROVED AS TO FORM:

  
Karrie Zeits  
City Attorney

WITNESSES:

\_\_\_\_\_  
\_\_\_\_\_

CHARTER TOWNSHIP OF GARFIELD

By Lee Wilson  
Lee Wilson, Township Supervisor

By Kay Schumacher  
Kay Schumacher, Township Clerk

Signature: ~ t' cLee- Date:  
Chairperson, Grind Traverse Commons Joint Planning Commission