

**Meeting of
September 15, 2014**

Record of the proceedings of the Boyne City Planning Commission meeting held at Boyne City Hall, 319 North Lake Street, on Monday, September 15, 2014 at 5:00 pm.

Call to Order

Chair MacKenzie called the meeting to order at 5:00 p.m.

Roll Call

Present: Jason Biskner, George Ellwanger, Jane MacKenzie, Lori Meeder, Tom Neidhamer, Aaron Place and Joe St. Dennis
Absent: Chris Frasz and Jim Kozlowski

**Excused Absence(s)
MOTION

2014-9-15-02
St. Dennis moved, Biskner seconded, PASSED UNANIMOUSLY, a motion to excuse the absence of Chris Frasz and Jim Kozlowski

Meeting Attendance

City Officials/Staff: Planning Director Scott McPherson and Recording Secretary Pat Haver
Public Present: Three, including one member of the press

Consent Agenda

2014-9-15-03
Neidhamer moved, Ellwanger seconded, PASSED UNANIMOUSLY, a motion to approve the consent agenda; approval of the Planning Commission minutes from August 18, 2014 as presented.

**Citizen comments on
Non-Agenda Items**

None

**Reports of Officers, Boards
and Standing Committees**

Trail Town draft final plan will be presented later tonight

Unfinished Business

None

New Business

**Development Plan Review
for Boyne Area Medical
Center**

Planning Director McPherson reviewed his report included in the agenda packet. The Medical Center would like to build an addition to the existing structure on the south end. They are proposing a 54' x 25' (1,370 sq ft.) single story structure which will utilize the same/similar materials, will match the existing structure and will add 8 exam rooms 2 offices and a bathroom. The facility is adjacent to, and shares parking with, Boyne Rehab Center which is also owned by Charlevoix Area Hospital. During the review for the development plan amendment, staff was looking into the parking requirements and is unsure how parking was calculated in the past. In looking at the different possibilities of exactly how to consider the use of each facility given their varied current uses, staff would suggest that the planning commission make a finding that the parking demands for the medical center and the rehab facility be considered similar to a professional office, and to base the parking requirements on one parking space per 350 sq feet, for a total of 46 required spaces for the medical center.

Adrian Churchill from Wright Builders – Scott touched on the parking which has not been a problem, the addition will be seamless with the existing structure, and will be built on the southern edge. Most of the sidewalk will be removed, however, a portion of it will remain that will lead to the sidewalk and parking on Park Street. Charlevoix Area Hospital owns both parcels, and they will remain under one ownership.

At this point the board went through the Sketch Plan Review Standards Findings of Fact; Section 19.40 agreeing with the findings of staff with additional conditions as noted.

****MOTION**

After board review and discussion, **motion by Ellwanger, seconded by Meeder** based on the findings of fact as presented with conditions noted in sections I, K and Q, to approve the sketch plan as presented.

2014-9-15-7A

Roll Call:

Aye: Biskner, Ellwanger, MacKenzie, Meeder, Neidhamer, Place, and St. Dennis

Nay: None

Absent: Frasz and Kozlowski

MOTION CARRIES

Review and Recommendation on the final draft of the Trail Town Master Plan

****MOTION**

Mike Sheean reviewed the Trail Town Master Plan final draft with the board. The committee has been working very hard to get to this point, and believes that Boyne City is moving in the right direction. The planning commission complimented Mike and the committee for their hard work and efforts to get the plan to completion.

Motion by Meeder, seconded by Place, PASSED UNANIMOUSLY, to recommend to the City Commission adoption of the Trail Town plan as presented.

Review Master Plan update with Mary Campbell from MC Planning & Design

****MOTION**

Planning Director McPherson facilitated a review of the recommendations from MC Planning & Design for the preliminary Master Plan update – which was a review of goals and recommendations from previous plans. The next step would be to set up a public input session highlighting the recommendations that have been taken from all of the various input sessions, and plans that have been discussed in the city over the past several years. This board reviewed the recommendations and made a few adjustments, so staff will get back with Mary Campbell to coordinate the recommended revisions. **Motion by St. Dennis, seconded by Meeder, PASSED UNANIMOUSLY**, to set up a Special Meeting for a Master Plan public input session for Thursday, October 23rd, 2014 at 7:00 pm

Review drive thru uses in the Central Business District

Planning Director McPherson reviewed his report included in the agenda packet. At the August meeting, Catt Development was before the board for a pre-application proposal for a redevelopment on S. Lake Street. As a part of the proposal it contained a bank with a drive thru lane in the Central Business District (CBD). As drive thru lanes are specifically prohibited in this district, the planning commission directed staff to review options that would be viable to allow the project to proceed. Several options were reviewed by staff since then, and in staff's opinion, the most appropriate action would be to amend the zoning ordinance text to allow a drive thru bank as a conditional use in the CBD with specific criteria that the drive thru terminal, ingress and egress and queuing lanes must be enclosed within a structure. The proposed amendment would add the following language to section 10.30 of the Boyne City Zoning Ordinance:

M. Banks, savings and loans and credit unions with drive-thru lane meeting the following criteria

1. Drive-thru terminal, ingress, egress and queuing areas must be enclosed within a structure, with a minimum of two stories.

Staff was directed to proceed with zoning ordinance text amendment language and schedule a public hearing for next month.

Jason Biskner left the meeting at 6:25 pm

Marvin Loding award nominations

In the September agenda packets were the nominees for the Marvin Loding awards, which represented homeowners, business and industry. The board, by secret ballot, casted their votes and the winners will be announced at the next City Commission meeting.

**Staff Report
Good of the Order**

- Safe Routes to School grant is still being worked with more changes, and should be reviewed again by the City Commission shortly
 - The Ray Street project is moving along
 - Members of the ZBA and PC have been invited to attend a workshop "Streamlining the Zoning Ordinance" on September 24th; several will be taking advantage of the class that will be held in Boyne City
 - Jane MacKenzie will not be available for the October 20th meeting; she will be out of town
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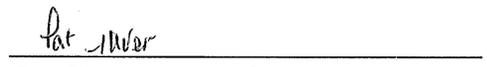
The next meeting of the Boyne City Planning Commission is scheduled for October 20, 2014 at 5:00 pm in the Auditorium.

**Adjournment
MOTION

2014-9-15-10

Meeder moved, St. Dennis seconded, PASSED UNANIMOUSLY a motion to adjourn September 15, 2014 meeting at 6:40 p.m.


Jane MacKenzie, Chair


Pat Haver, Recording Secretary