



City of Boyne City
Founded 1856

319 N. Lake Street

Boyne City, Michigan 49712
www.boyne-city.com

Phone 231-582-6597
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AGENDA

BOYNE CITY PLANNING COMMISSION

Monday, August 18, 2014, 5:00 p.m.

Boyne City Hall



Scan QR code or go to
www.cityofboyne-city.com

click on Boards & Commissions for complete
agenda packets & minutes for each board

1. Call to Order
2. Roll Call - Excused Absences
3. Consent Agenda

The purpose of the consent agenda is to expedite business by grouping non-controversial items together to be acted upon by one Commission motion without discussion. Any member of the Commission, staff, or the public may ask that any item(s) on the consent agenda be removed to be addressed immediately following action on the remaining consent agenda items. Such requests will be respected.

Approval of minutes from July 21, 2014 Boyne City Planning Commission meetings.

4. Hearing Citizens Present (Non-Agenda Items)
5. Reports of Officers, Boards, Standing Committees
6. Unfinished Business
7. New Business
 - A. Pre-application meeting for presentation by Glenn Catt of development concepts for 202 and 210 Lake Street
 - B. Request to vacate portion of East Steet
 - C. Marvin Loding award nominations.
 - D. Review Master Plan update with Mary Campbell from MC Planning and Design.
8. Staff Report
9. Good of the Order
10. Adjournment – Next Meeting September 15, 2014

Individuals with disabilities requiring auxiliary aids or services in order to participate in municipal meetings may contact Boyne City Hall for assistance: Cindy Grice, City Clerk/Treasurer, 319 North Lake Street, Boyne City, MI 49712; phone (231) 582-0334

An Equal Opportunity Provider and Employer

Hometown Feel, Small Town Appeal

**Meeting of
July 21, 2014**

Record of the proceedings of the Boyne City Planning Commission meeting held at Boyne City Hall, 319 North Lake Street, on Monday, July 21, 2014 at 5:00 pm.

Call to Order

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

Roll Call

Present: Jason Biskner, George Ellwanger, Chris Frasz, Jim Kozlowski, Tom Neidhamer and Joe St. Dennis

Absent: Jane MacKenzie (arrived at 5:03pm), Lori Meeder and Aaron Place

**Excused Absence(s)
MOTION

2014-7-21-02

Ellwanger moved, Biskner seconded, **PASSED UNANIMOUSLY**, a motion to excuse the absence of Meeder

Meeting Attendance

City Officials/Staff: Planning Director Scott McPherson and Recording Secretary Pat Haver

Public Present: Four

Consent Agenda

2014-7-21-03

Biskner moved, St. Dennis seconded, **PASSED UNANIMOUSLY**, a motion to approve the consent agenda; approval of the Planning Commission minutes from June 16, 2014 as presented.

Meeting turned over to Chair MacKenzie at 5:04 pm

**Citizen comments on
Non-Agenda Items**

John McCahan continues to have concerns about the proposed noise ordinance that was submitted to the City Commission for approval. At the April Planning Commission meeting, their recommendation was for a new ordinance that is measurable and has quantifiable standards. That is what was recommended to the City Commission, however, at their May 27th meeting staff presented two options; one that is measurable and one that is not which leaves the enforcement to the Police Department discretion. To model a new ordinance after the City of Mason's model is not a good idea, as the first time it is taken to court, it will not stand up. He feels that staff should throw out the City of Mason's model and regroup with something that will be enforceable. He would like to know what the future plans are, and would like staff to contact him when action is taken on a new ordinance so he can see what it looks like.

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

The Trail Town final plan was not ready for this board's review. Anticipated to be an agenda item at the August meeting for review and recommendation for adoption.

Unfinished Business

None

New Business

Planning Director McPherson reviewed his staff report included in the agenda packet. The Holiness Church has submitted a development plan for the construction of a new tabernacle at a different location on the property, as the current one is dated and dilapidated. The new facility will hold approximately 117 people. The proposed parking lot will have spaces for 39 vehicles; however it looks as if it is being proposed within a portion of an unused alley, with the entrance off

**Development Plan
Review Northern
Michigan Holiness**

Church 630 N. Park Street

of East Street. They plan to finish the exterior in vinyl siding with brick at the bottom approximately 36"up. The plans call for windows and doors on the north and south sides of the building, and a decorative window on the east elevation. The site has mature trees and vegetative cover for a buffer, except on the east side. The ordinance does require additional landscaping, which has not been proposed. Use by right according to ordinance standards.

Harold Severance: President - The current facility was built in 1933 and is in disrepair. The plans are to dismantle the current brick bathhouse when the new building is finished, as water and sewer will be run to the new building, we currently plan on a retention pond for any possible runoff. Our goal is to have the parking lot paved in the first year if funds are available, however definitely in the second year. Norman Fletcher with the Charlevoix County building department has classified our build as "seasonal recreational"; however, we will be following strict BOCA codes with stick built 2 x 6 walls 16" on center construction with a roof pitch of 8/12 over a 4/12 interior. Interior insulation may occur if funds become available.

Board discussion

The board had concerns about the layout of the parking lot, and the unused alley. They were worried about the possibility of the alley being vacated, and what would happen if the parking lot were on the neighbor's portion of the alley. They would like to see the parking lot shifted to the east a bit, and not to exceed 1/2 of the alley. The board also had some thoughts about putting in some type of window, faux or stained glass that would break up the east facade of the building's long expanse. There is a possibility of putting in some street trees to also help with the breakup. There are utility easements within the alley, however the city would like a letter stating that NMHCMA would relinquish the pavement that is placed in the unused alley at the city's request and staff was presented with that letter tonight. The entrance to the driveway will be off East Street, and will cross over the current sidewalk, which will need to be removed and replaced according to the city's construction standards.

The board went through Section 19.40 Development Plan Approval review agreeing with the findings of staff and noted conditions.

****MOTION**

After board discussion, **motion by Ellwanger, seconded by St. Dennis** to approve the Development Plan Review as presented with conditions noted in sections B, E, J, K, L, O, Q, R and T with staff review of the final design revisions in regards to the facade treatment on the east side of the building and shift the parking lot to the east and covers no more than 1/2 of the unused alley.

2014-7-21-7A

Roll Call:

Aye: Biskner, Ellwanger, Frasz, Kozlowski, MacKenzie, Neidhamer and St. Dennis

Nay: None

Absent: Meeder and Place

Motion Carries

Schedule Public Input Session for Boyne City Master Plan

Moving forward with the Master Plan, talking with a consultant to help facilitate a public input session. The board felt that prior public information would be helpful, explain to the public exactly what a Master Plan is, possibly utilizing the local newspapers, service clubs and the Chamber e-news. Setting a series of three meetings during the regularly scheduled Planning Commission meetings to work through the process.

Staff Report

- The City Commission reviewed the facility concept drawing, consensus was a new build on the current site, with DPW going to North Boyne, integrate some of the other concept designs; such as two stories to shrink the foot print and keep museum on the site.
- Working on the Safe Routes to School Grant, it is difficult to secure approved criteria routes which are good projects. The grant hopefully to be submitted in October. Additional criteria have been established that the sidewalks must be on both sides of the streets.

Good of the Order

- Kozlowski – Did I understand that Mr. McCahan felt it was our responsibility to develop a noise ordinance? McPherson – It is not the Planning Commission’s responsibility to write it, however, a request for comment can come from the City Commission.
- Did the proposed kennel in the Business Park ever come up with an additional landscaping plan for screening? Staff has sent a letter stating the concerns the board had with what was proposed; she could install and be evaluated with supplement if needed, so she could move on her closing without the expense of landscaping if they did not close.
- Today there was an inland sea educational opportunity to tour Lake Charlevoix and discuss the water quality. There were city staff members on the tours which facilitated greenbelt ordinances with different organizations around the lake. It is interesting to see the different ordinances from the different communities and townships.

Adjournment

The next meeting of the Boyne City Planning Commission is scheduled for August 18, 2014 at 5:00 pm in the Auditorium.

****MOTION**

2014-7-21-10

Frasz moved, Kozlowski seconded, PASSED UNANIMOUSLY a motion to adjourn the July 21, 2014 meeting at 6:19 p.m.

Jane MacKenzie, Chair

Chris Frasz, Vice Chair

Pat Haver, Recording Secretary

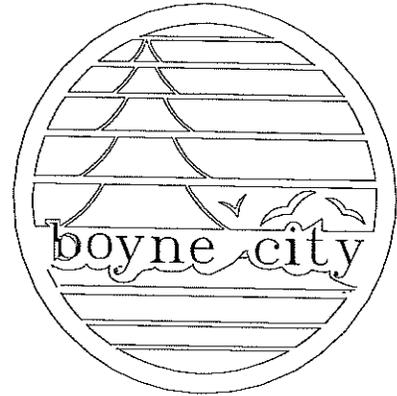
CITY OF BOYNE CITY

To: Chair Jane MacKenzie and fellow Planning Commissioners

From: Scott McPherson, Planning Director

Date: August 18, 2014

Subject: Glenn Catt Pre-Application



Glenn Catt is proposing to redevelop the properties located at 202 and 210 Lake Street. Mr. Catt has requested a pre-application meeting with the Planning Commission and will be making a presentation on his proposal at the meeting. No concepts or drawings of the proposal have yet been provided.

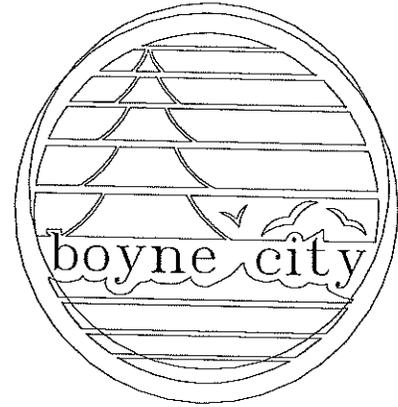
CITY OF BOYNE CITY

To: Chair Jane MacKenzie and fellow Planning Commissioners

From: Scott McPherson, Planning Director

Date: August 18, 2014

Subject: Application for Street Vacations



Background

A request for the vacation of a public way has been submitted by Paul Barden to vacate a portion of East Street that is adjacent to Barden Lumber parking lot. The portion that is being requested to be vacated is the east 13 feet of the 82.5 foot right-of-way of East Street from the north right-of-way line of Main Street and south of the East West $\frac{1}{4}$ line of Section 35, measuring approximately 139 feet. The total area of land is approximately 1,807 square feet (0.04 Acres).

Process

Before an alley can be vacated by the City Commission a recommendation on the proposed vacation request from the Planning Commission is required.

Action

Review the proposed request and make a recommendation to the City Commission



Barden Lumber
East Street
Street Vacation Request



SEE SHEET 3-2

Area to be Vacated

66'

82.5'

S. EAST ST.

SOUTH

FO. BARDEN

152

153

66'

M

W1/2 E1/2

334152

00

354

140'-5 3/4"

139'-2"

33'

33'

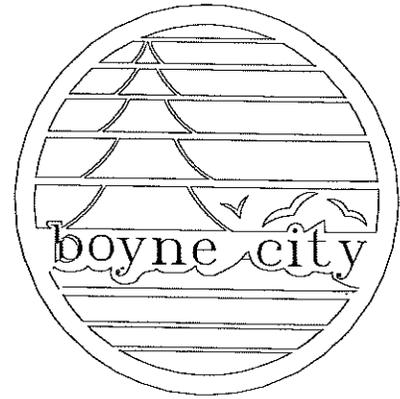
CITY OF BOYNE CITY

To: Chair Jane MacKenzie and fellow Planning Commissioners

From: Scott McPherson, Planning Director

Date: August 18, 2014

Subject: Marvin Loding Award



In accordance with the outlined procedures for selecting winners of the Marvin Loding award, the Planning Commission is to review nominations at the August meeting. At the time no nominations for the award have been submitted to the City. If applications are received prior to the meeting the nomination forms will be provided to the Commission for consideration. If the Commission desires, considerations for the award can be postponed until September to allow time for additional nominations.

THE MARVIN LODING COMMUNITY PRIDE AWARD

for

CIVIC INVOLVEMENT HOME, BUSINESS OR INDUSTRY

Established December 15, 1986
Revised January 21, 1992 and August 16, 1999

Marvin Loding was a former Boyne City Mayor (3 terms), was an alderman on the Common Council before the adoption of the City Charter, and was Mayor Pro-tem of the first City Commission in 1960. He was also a Planning Commissioner, was active on the Zoning Board of Appeals, Commission on Aging, and served two terms on the Charlevoix County Board of Commissioners. He was active in the development of the North Boyne Launch Ramp and the Shelter House at Veterans Memorial Park. He and Commissioner Austin Sevenser traveled around the country inspecting Wastewater Lagoons and were later instrumental in the engineering of the Boyne City Wastewater Lagoon System. As a volunteer, he spent a great deal of time working on the former Barn Mountain Ski Hill (now known as Avalanche Preserve).

Therefore, in recognition of this outstanding citizen, the City of Boyne City is proud to present these awards to honor those individuals who take pride in their home, business, or industry.

MARVIN LODING COMMUNITY PRIDE AWARD

Home, business, or industry

Criteria

1. The criteria for judging the Home, Business, or Industry Award will be principally for completed improvements of existing property in one or more of the following categories:
 - a. Landscaping.
 - b. Renovation.
 - c. Appearance.
 - d. Maintenance.
 - e. Harmonious with the neighborhood.

2. The selection process will be:
 - a. Step 1: In August, nominations will be made to the Planning Commission by any citizen of Boyne City. The nomination form will be available at City Hall, on the city's website and the Chamber of Commerce.
 - b. Step 2: At their August meeting, the Planning Commission makes the selections by secret ballot.
 - c. Step 3: The Mayor announces the winners and presents the awards in September.

THE MARVIN LODING COMMUNITY PRIDE AWARDS

Home, Business, and Industry.

Residential

Business

Industrial

Name and Address of Nominee _____

_____ Phone _____

CRITERIA

Describe landscaping. _____

Describe renovations completed to the structural design. _____

Describe appearance. _____

Describe maintenance. _____

(over)

Describe how it is harmonious with the neighborhood. _____

Additional comments. _____

**Please submit photographs with nomination.
RETURN AWARD NOMINATIONS TO CITY HALL BY AUGUST 15TH**

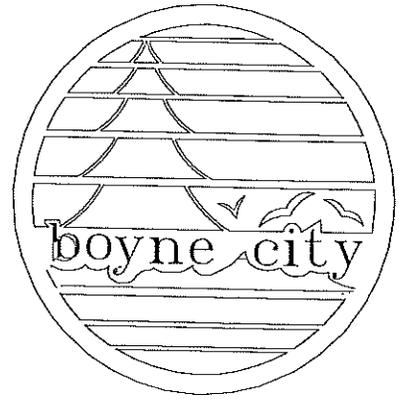
CITY OF BOYNE CITY

To: Chair Jane MacKenzie and fellow Planning Commissioners

From: Scott McPherson, Planning Director

Date: August 18, 2014

Subject: Master Plan Schedule Review



The City Commission has approved a contract with Mary Campbell of MC Planning and Design to assist the City with the development to of the Master Plan. Mary will be at the meeting to introduce herself to the Commission and review the scope of services. We will also review the schedule for completion of the project and identify dates for a public meeting to solicit input.

M. C. Planning & Design

Community Planning Site Planning Landscape Architecture

Memo

To: Scott McPherson, AICP Boyne City Planning Director
From: Mary H. Campbell, ASLA, AICP
Date: 7/22/2014
Re: Boyne City Master Plan Assistance

It was a pleasure to meet with you last Friday to review the status of the Boyne City Master Plan. It is my understanding that Boyne City is seeking professional planning assistance to facilitate the balance of the planning process and compile the final Master Plan document.

Based on our conversation, I anticipate the scope of work to include the following elements:

1. Conduct a minimum of one public meeting to solicit public input for use in both the Master Plan and Recreation Plan (not part of this project).
2. Gather additional public input via an on-line survey- prepared by MCP&D (with City staff input) and results compiled by M.C. Planning & Design (MCP&D), but with distribution assistance from the City, possibly via the Chamber.
3. Optional additional targeted public input sessions, with key groups and/or students.
4. Prepare updated draft Goals Chapter based on the updated public input.
5. Review & Update Future Land Use Map and text --based on public input, staff input and meeting with the Planning Commission
6. Compile full draft plan, including introduction, previously prepared background chapters, goals, future land use, and adoption & implementation.
7. Revise draft prior to circulation for comments, based on comments from staff, PC and Council.
8. Coordinate with City staff regarding distribution of plan for comments from the adjacent communities and County.
9. Facilitate Public Hearing on draft Master Plan, and review comments received.
10. Finalize Plan for adoption.
11. Coordinate with City staff regarding the adoption process, including the circulation of the adopted plan.

Additionally, based on e-mail communication with you, it is my further understanding that the City will handle administrative items such as distribution of the draft plan, preparation of the legal notice for the PH, copies of the plan for the PH, copies of the final adopted plan

I anticipate the timeframe for the completion of the draft plan to require approximately five months, with an additional three months for the review and adoption process. M.C. Planning & Design proposes provide professional planning services complete the updated Boyne City Master Plan based on the above scope of work, for a cost not to exceed amount of \$9,750. Additional meetings, public input sessions and supplemental services can be arranged based on the attached M.C. Planning & Design 2014 Fee Schedule.

Thank you for this opportunity to provide this proposal. If you need additional information or have questions, please contact me.