

Meeting of
December 16, 2013

Record of the proceedings of the Boyne City Planning Commission meeting held at Boyne City Hall, 319 North Lake Street, on Monday December 16, 2013 at 5:00 pm.

Call to Order

Chair MacKenzie called the meeting to order at 5:03 p.m.

Roll Call

Present: Chris Frasz, Jane MacKenzie (arrived 5:03 pm), Lori Meeder, Tom Neidhamer, Aaron Place (arrived 5:07 pm) , and Joe St. Dennis
Absent: George Ellwanger, Jim Kozlowski
Vacancy: One

2013-12-16-02

Neidhamer moved, St. Dennis seconded, PASSED UNANIMOUSLY, a motion to excuse the absence of Ellwanger and Kozlowski.

Meeting Attendance

City Officials/Staff: Planning Director Scott McPherson, Main Street Manager Hugh Conklin, City Manager Michael Cain and Recording Secretary Pat Haver
Public Present: Eight

Consent Agenda
****MOTION**

2013-12-16-03

Neidhamer moved, Meeder seconded, PASSED UNANIMOUSLY, a motion to approve the consent agenda; approval of the Planning Commission minutes from November 18, 2013 as presented.

Comments on
Non-Agenda Items

Main Street Manager Hugh Conklin invited the board and audience to the "Planning the Pavilion" discussion to be held tomorrow night, December 17, at 6:00 pm in the Community room of the library. This will be the culmination of all of the public input from the meetings held last week and an overview will be given by the architectural firm, Environmental Architects from those discussions. In approximately a month, they will return with options to look over.

Reports of Officers, Boards
and Standing Committees

The Trail Town committee has met a couple of times with Harry with LIAA and is making good progress. They are moving forward with plan developments.

Unfinished Business

None

New Business

Site Plan Amendment for
McDonalds

Planning Director McPherson reviewed his report that was included in the agenda packet. McDonalds is proposing to reconfigure the site to add a double drive through to the facility. They will add additional pavement to the west and south side to accommodate this. It will help eliminate queuing of cars and will move traffic through quicker. Landscaping will be done at the new kiosk areas. The Street Department and Water/Wastewater Superintendents reviewed the plans and have no problems with the increased impervious surface or the current retention areas; however, the Wastewater Superintendent had concerns from the occasional grease build up in the sanitary lines.

Mr. Peppitone representing McDonalds – We will take care of the grease issues. By doing a side by side ordering point, it will give the kitchen enough time to get the food out to the vehicles quicker, which will help eliminate "stacking" of the vehicles and keep the flow moving. The existing dumpster enclosure will be relocated, and will be patterned block to match the building. The existing shed will remain where it is at. The board had concerns about the green space, and would

like to see it landscaped, along with the large number indicators for the two parking spots where people have to wait for an order. They would like to see the size of the signs decreased. They were advised that the only additional signs to be added will be for the new drive through kiosk.

Frasz – My suggestion is to eliminate or decrease the size of the waiting spot signs.

Peppitone – I probably could have them decreased in size, as it is more for traffic control.

With no further board discussion, **motion by Meeder, seconded by Place** to approve the McDonalds site plan amendment with conditions of smaller signage for the waiting spots to be submitted to staff for final approval.

****MOTION**

2013-12-16-7A

Roll Call:

Aye: Frasz, MacKenzie, Meeder, Neidhamer, Place and St. Dennis

Nay: None

Absent: Ellwanger and Kozlowski

Vacancy: One

Motion Carries

**Site Plan amendment for
Charlevoix County Transit
facility**

Planning Director McPherson reviewed his report that was included in the agenda packet. The County transit is proposing to increase the size of the existing facilities by 1,800 square feet, remove and rebuild the existing parking on the west side. This addition is for office space. It will increase the lot coverage by 12%, this zoning district allows up to 40%, and meets all of the applicable setbacks for the district. The Street Department Superintendent saw no issues with the existing drainage or the additional impervious coverage areas.

Josh Manion: Progressive AE- We will match the height of the existing building, and will match the vinyl siding. This will add much needed space for the County needs, and will give them 5 additional parking spaces. The only additional lighting will be wall mounted over the doors. We need to remove a tree, so will add two additional trees to the west side.

Jill Drury: County transit director - The operations have grown by 12 employees in the last couple of years. Additional parking is needed. Operational space is also needed for the dispatch areas, staff training and expanded conference rooms and will give us an open space area in the middle. We will continue the landscaping that already exists down to this area.

Board Discussion - The board would like to see additional landscaping done not only by the new portion of the building, but possibly vines on the fence between the transit property and the school for a buffer, however, unsure who the fence belongs to.

Drury – We do use a portion of that area for snow removal storage, however, we can do additional landscaping and continue with shrubs and possibly vines.

Frasz – I like their willingness to work with staff on landscaping so the kids don't need to look at the front end or back end of the cars.

With no further board discussion, **motion by Meeder, seconded by St. Dennis** to approve the site plan amendment for Charlevoix County Transit with the condition to provide a new landscaping plan to staff for final consideration.

****MOTIONS**

2013-12-16-7B

Roll Call:

Aye: Frasz, MacKenzie, Meeder, Neidhamer, Place and St. Dennis

Nay: None

Absent: Ellwanger and Kozlowski

Vacancy: One
Motion Carries

**Site plan amendment
Harborage storage area**

Planning Director McPherson reviewed his report that was included in the agenda packet. The Harborage is proposing to add on to their existing building a 70 ft. x 20 ft. addition for more storage for their maintenance equipment. This board has earlier discussed outside storage of the boat trailers. They have taken some measure to screen this area with a berm and trees. On the Division St. side it is not quite as dense, and they have proposed staggering two rows of trees. They need to be at least 8 ft in height, with a suggestion to spread them out 20 ft apart, and stagger the rows 10 feet apart. Jim McIntyre from the Harborage was on hand to answer any questions. The trailers that are stored are only 2 feet off of the ground, and anything put in will screen them.

McPherson - The addition to the existing building, will it be a shed roof structure coming off of it?

McIntyre - We are looking at a couple of different options, either attached to the building with a higher roof, or a new pole barn like the gentlemen across the street just put up.

McPherson - This plan shows an addition to an existing building.

McIntyre - I thought tonight was for the outdoor storage issues, and the building was contingent upon this decision.

McPherson - This plan amendment is for everything, outdoor storage and the building addition, on the same request. We are hearing that you are not sure what you want to do with the building at this point.

McIntyre - Correct

McPherson - The planning commission needs to know exactly what your plans are for the site; they can't approve a building that you are not sure of exactly what you want.

Meeder - I like the plans for staggering the trees

St. Dennis - Mix up the species of trees because of possible disease.

Place - Will the outdoor storage volume become larger?

McIntyre - No, less volume on the trailers as space will be taken up with the trees and building, and will help clean up the site by putting the equipment inside.

****MOTION**

Because the applicant was unsure on exactly what type of building they will be putting up, **motion by Place, seconded by Frasz PASSED UNANIMOUSLY**, to table the Harborage site plan amendment.

**Review/Recommendation
of Planning Commission
appointment**

Planning Director McPherson reviewed the two applications that were enclosed in the agenda packet. Jason Biskner and Ken Allen had previously filled out Board applications, indicating a willingness to serve on the Planning Commission, both applicants observed the commission tonight. Each applicant gave a brief history of their backgrounds and desire to serve the community. This position will be to fulfill the remainder of Gretchen Crum's term which is due to expire on May 31, 2014. The Planning Commission bylaws address the need to have the members serve a separate segment of the community. Gretchen's role was to represent the recreation and tourism interests. Jason's background in the tourist industry will fit in with this segment.

****MOTION**

After board and applicant discussion, **motion by St. Dennis, seconded by Place, PASSED UNANIMOUSLY**, to recommend to the City Commission, the appointment of Jason Biskner to fill the remainder of Gretchen Crum's term to expire May 31, 2014.

Staff Report

- Countywide Goal Setting session to be held on January 9, 2014 at 6:00 pm at St. Matthew's parish hall.
- Joint Board and Commission meeting will be held on February 14, 2014 at 6:00 pm in the Auditorium at city hall
- City Commission approved the RFP for architectural services for the city facilities. The proposals are due and will be opened on January 17th, with the cost component to be opened on January 20th. This is available on the city web's site, and will be up on the state's MiDeal website for the first time. A work session was held on November 26th with the City Commission and department heads, a lot of good ideas/options evolved from the meeting. Additional public input sessions will be held at a later date.
- Application for the SAW Grant has been submitted, with 673 applications received, for a total of 541 million dollars for the 450 million dollars available. We have a good chance of obtaining some of the grant; possibly a 20% chance the first year, and 90% chance the second or third year. This grant only requires a 10% match.
- Joe Meyers who is a part of the RRC program has been in attendance of the meeting to observe the commission tonight. A meeting was held this afternoon to discuss some of the certification processes. A report should come back in the next couple of months to work on and move forward in the process.

Good of the Order

- Glen's project update: They did get their zoning permit, and have not communicated a time line to move forward, however, City Manager Cain indicated one of the commissions said they have committed to a 3 million dollar renovation project, and they hope to have things moving along and finished before the busy summer season. Questions about signage with the name change were discussed.
- The members liked the return of the ice pole in Sunset Park.

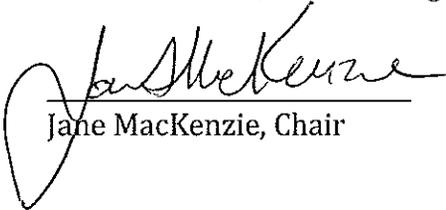
Adjournment

The next meeting of the Boyne City Planning Commission is scheduled for January 20, 2014 at 5:00 pm in the Auditorium.

2013-12-16-10

****MOTION**

St. Dennis moved, Place seconded, PASSED UNANIMOUSLY a motion to adjourn the December 16, 2013 meeting at 6:19 p.m.


Jane MacKenzie, Chair


Pat Haver, Recording Secretary