



City of Boyne City
Founded 1856

319 N. Lake Street

Boyne City, Michigan 49712
www.boynecity.com

Phone 231-582-6597
Fax 231-582-6506

**BOYNE CITY
CITY COMMISSION REGULAR MEETING
Boyne City Hall
319 North Lake Street
Tuesday, January 22, 2013 at Noon**

(Our new Backhoe will be available for inspection prior to the meeting)

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

2. ROLL CALL

3. CONSENT AGENDA

The purpose of the consent agenda is to expedite business by grouping non-controversial items together to be dealt with 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 and placed as the last item under new business to receive full discussion. Such requests will be automatically respected.

A. Approval of the January 8, 2013 regular City Commission meeting minutes as presented

B. Approval to reappoint Rob Swartz to the Main Street Board with a term to expire January 18, 2017

C. Approval to appoint James Jensen to the Main Street Board with a term to expire January 18, 2017

4. HEARING CITIZENS COMMENTS (on non-agenda items; 5 minute limit)

5. CORRESPONDENCE

A. Correspondence from the Health Department of Northwest Michigan

6. CITY MANAGER'S REPORT

7. REPORTS OF OFFICERS, BOARDS, AND STANDING COMMITTEES

A. December, 2012 Financial Statement

8. UNFINISHED BUSINESS

A. Kirtland Update

9. NEW BUSINESS

A. Redevelopment Ready Community Application

Consideration to authorize staff to proceed with an application submittal for the Redevelopment Ready Community Certification

An Equal Opportunity Provider and Employer

Hometown Feel, Small Town Appeal

- B. 2013 Planning Department Report
 - C. One Water Marina Proposal for 2013
Consideration to update and renew the operating agreement for the One Water Marina with Catt Development and Mr. Krueger (if the opportunity presents itself) for the 2013 boating season, and authorize the City Manager to sign the agreement on the City's behalf
 - D. City Facilities Update
 - E. Request of the City Manager to go into closed session with our attorney regarding Attorney/Client Privilege document as provided in MCL 15.268 (h) of the Michigan Open Meetings Act (PA 267 of 1976)
10. GOOD OF THE ORDER
11. ANNOUNCEMENTS
- The Charlevoix County Leadership Summit will be held on Monday, January 28, 2013 at 6:00 p.m. at the Boyne Area Senior Center
 - The next regular City Commission meeting is scheduled for Tuesday, February 12, 2013 at 7:00 p.m.
12. ADJOURNMENT

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



Scan QR code or go to
www.cityofboyne.com
click on Boards & Commissions for complete
agenda packets & minutes for each board

**JANUARY 8, 2013
REGULAR MEETING**

RECORD OF THE PROCEEDINGS OF THE REGULAR BOYNE CITY COMMISSION MEETING DULY CALLED AND HELD AT BOYNE CITY HALL, 319 NORTH LAKE STREET, ON TUESDAY JANUARY 8, 2013 AT 7:00 PM

CALL TO ORDER

Mayor Grunch called the meeting to order at 7:00 PM followed by the Pledge of Allegiance.

Present: Mayor Ron Grunch, Mayor Pro-Tem Gene Towne, Commissioners Derek Gaylord, Laura Sansom and Tom Neidhamer

Staff: Kevin Spate, Craig Remsberg, Dan Meads, Scott McPherson, John LaMont, Michael Cain, Hugh Conklin, Jeff Gaither, Barb Brooks and Cindy Grice

Others: There were 11 citizens in attendance, including representatives from the Petoskey News Review and the Charlevoix County News

MOMENT OF SILENCE

Mayor Grunch called for a moment of silence in memory of Howard Crozier, former Firefighter for the City of Boyne City who passed away.

**CONSENT AGENDA
MOTION**

2013-01-001
Moved by Towne
Second by Gaylord

2013-01-001A
Approval of the December 4, 2012 Joint Board and City Commission meeting minutes as presented

2013-01-001B
Approval of the December 11, 2012 regular City Commission meeting minutes as presented

2013-01-001C
Approval to reappoint Oral Sutliff to the Board of Review with a term to expire January 31, 2016

2013-01-001D
Approval to reappoint Shirley Howie to the Historical Commission with a term to expire June 30, 2015

2013-01-001E
Approval of request from Boyne City Public Schools to sign an agreement to collect Summer Taxes for 2013 and authorize the City Manager and City Clerk / Treasurer to sign future agreements as requested by Boyne City Schools unless there is a change in the terms

2013-01-001F
Approval to reappoint Marie Sheets to the Historical District Commission with a term to expire November 30, 2015

Ayes: 5
Nays: 0
Absent: 0
Motion carried

CITIZENS COMMENTS

Ron Crozier stated the Crozier family thanks everyone for their consideration of the service their father gave to the Fire Department.

Carol McGinty said at the last two meetings, she provided information on Agenda 21 and inquired what the procedure is. Is there a way to know that it has been read? Mayor Grunch said if the City Commission so chooses, it can be an agenda item.

A letter from City retiree Von Seamon thanking the City Commission for the stipend this year was received and filed. A thank you note from the Divorce Care support group that uses our facilities was received and filed.

CORRESPONDENCE

City Manager Michael Cain reported:

- Welcome back and we are looking forward to a productive 2013.
- There are major changes to the Personal Property Tax coming. We are looking into their effect on the City's budget.
- We are happy to announce that major portions of the downtown were placed on the National Register of Historic Places.
- The new backhoe was received and is in operation.
- The Chamber of Commerce annual meeting will be held on January 17 at Boyne Mountain.

CITY MANAGERS REPORT

Erika Van Dam, of the Health Department presented the City Commission with a bronze award for promoting active communities. Boyne City is doing a phenomenal job promoting physical activities such as sidewalk planning, park improvements, etc. The Health Department is happy to partner with us in the future.

PRESENTATION OF PROMOTING ACTIVE COMMUNITIES AWARD

A new patrol bicycle was presented to the Police Department compliments of the efforts of John McLeod of Classic Instruments who held a fundraiser for funds and to Bo Mayfield of North Country Cycle Sports who ordered and outfitted the bicycle at substantial savings.

PRESENTATION OF NEW POLICE DEPARTMENT BICYCLE

Certificates of Appreciation were presented to John McLeod and Bo Mayfield from Mayor Grunch and the Commissioners thanking them for their efforts and support of this project.

REPORTS OF OFFICERS, BOARDS AND STANDING COMMITTEES

Draft Minutes of the December 4, 2012 Zoning Board of Appeals Meeting; the December 6, 2012 Main Street Board Meeting; the December 6, 2012 Parks and Recreation Board Meeting; the December 17, 2012 Planning Commission Meeting and the December 17, 2012 Historical Commission Meeting were received and filed.

Kirtland Update

Scott McPherson reported that Kirtland has received 3 different proposals to provide a path forward to resolving their issues. We have FOIA'd the MDEQ for the stack testing results.

Commissioner Gaylord said a lot of people are looking forward to the results of the stack test. Commissioner Neidhamer said it is a frustrating process, but we are making progress to get an end result.

Review Budget Schedule

Review of proposed FYE 2014 Budget Adoption Schedule and consideration of budget meetings dates. The schedule was presented.

2013-01-002
Moved by Grunch
Second by Sansom

MOTION

To approved the FYE 2014 budget schedule as presented and to schedule a Budget Work Session for Tuesday, March 19, 2013 beginning at 8:00 am.

Ayes: 5
Nays: 0
Absent: 0
Motion carried

Good of the Order

Commissioner Gaylord inquired if a new officer has been hired and what was the main hold up. Police Chief Gaither said an offer was made to a potential officer today. The main hold up was the number of applicants for the position. Commissioner Gaylord added that it didn't take that long to hire the assistant planner, and City Manager Cain added there is testing that needs to be done for an officer position that take longer. Commissioner Sansom inquired how long the lights are left up and City Manager Cain said they are on their nighttime only schedule now. Mayor Grunch inquired about the low water levels and our ability to use all of the slips. Harbormaster Barb Brooks said at this point we should, possibly not to their capacity. A lot depends on what the lake levels do.

ADJOURNMENT

Moved by Mayor Pro-Tem Towne, seconded by Commissioner Sansom to adjourn the regular City Commission meeting of January 8, 2013 at 7:40 p.m.

Ron Grunch
Mayor

Cindy Grice
Clerk / Treasurer



Date: January 22, 2013

To: City Commissioners and
Michael Cain, City Manager

Mc

From: Hugh Conklin, Program Manager

HC

Re: Main Street Board Appointments

Two positions on the Main Street Board of Directors are open due to the expiring terms of Rob Swartz and Kathy Anderson.

Notice of Board vacancies were published in the local newspapers, the Chamber-Main Street e-news, and in the city's year-end newsletter. Six applications were received by the Dec. 14 deadline. They were from Rob Swartz, James Jensen, Laura Gray, Kimberly Altobello, Mark Dole, and Cindi Malin. All candidates were interviewed by members of the Organization Committee.

At its January 10 meeting the Main Street board approved the recommendation from its Organization Committee to nominate Rob Swartz and James Jensen to the Main Street board.

Recommendation

The City Commission approve the appointment of Rob Swartz and James Jensen to 4-year terms on the Main Street board.

TERMS WOULD END 1/18/2017

CITY OF BOYNE CITY

319 North Lake Street Boyne City, MI 49712 (231) 582-6597



BOARD MEMBER APPLICATION

The City understands you are interested in becoming a member on one of the City Advisory Boards/Commissions. We appreciate your interest and future dedication to Boyne City. In order for the City to have information on file as reference when the next board has an opening, we ask you please complete the following and return to City Hall.

See next page for a list of Boyne City Advisory Boards or Commissions, term of appointment, and meeting schedule.

Name: ROBERT SWARTZ
Address: 1115 HULL ST BOYNE CITY
Telephone: 582-7553 (daytime) 330-1053 (evening)
Email: robswartz@charter.net
Occupation: FINANCIAL ADVISOR

Please check any Advisory Board or Commission you may be interested in.

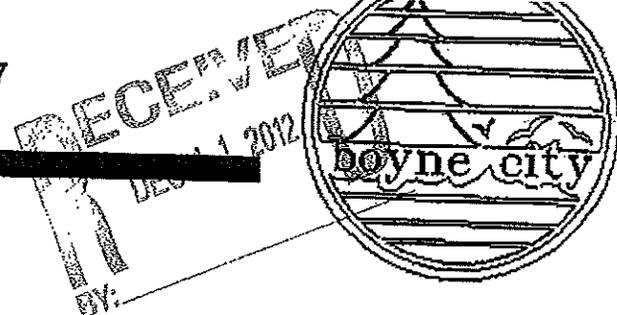
- | | |
|---|---|
| <input type="checkbox"/> Airport Advisory Board | <input type="checkbox"/> Economic Development Corporation |
| <input type="checkbox"/> Historical Commission | <input checked="" type="checkbox"/> Downtown Development Authority/ Main Street Program |
| <input type="checkbox"/> Planning Commission | <input type="checkbox"/> Parks and Recreation Commission |
| <input type="checkbox"/> Board of Review | <input type="checkbox"/> Housing Commission |
| <input type="checkbox"/> Local Development | <input type="checkbox"/> Zoning Board of Appeals |
| <input type="checkbox"/> Finance Authority | <input type="checkbox"/> District Library Board |
| <input type="checkbox"/> Historic District Commission | |

Reason(s) you wish to serve: I WANT TO SERVE ANOTHER TERM ON THE MAIN STREET BOARD AND CONTINUE ON THE PATH TO BOARD CHAIR.

Other community or civic service activities: HAVE VOLUNTEERED ON NUMEROUS BOARDS AND GROUPS INCLUDING TEAM BOYNE, BOYNE AREA CHAMBER BOARD, BOYNE THUNDER, TO NAME A FEW.

Signature: [Handwritten Signature]

Date: 12-13-12



BOARD MEMBER APPLICATION

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See next page for a list of Boyne City Advisory Boards or Commissions, term of appointment, and meeting schedule.

Name: James A. (Jim) Jensen

Address: P.O. Box 393 Boyne City, MI 49712 / 9405 Pine Lake Rd. Eveline Twp.

Email: jajensenbc@gmail.com

Occupation: Retired executive / Real estate investor

Please check any Advisory Board or Commission you may be interested in:

- | | |
|---|---|
| <input type="checkbox"/> Airport Advisory Board | <input type="checkbox"/> Economic Development Corporation |
| <input type="checkbox"/> Historical Commission | <input checked="" type="checkbox"/> Downtown Development Authority/ Main Street Program |
| <input type="checkbox"/> Planning Commission | <input type="checkbox"/> Parks and Recreation Commission |
| <input type="checkbox"/> Board of Review | <input type="checkbox"/> Housing Commission |
| <input type="checkbox"/> Local Development | <input type="checkbox"/> Zoning Board of Appeals |
| <input type="checkbox"/> Finance Authority | <input type="checkbox"/> District Library Board |
| <input type="checkbox"/> Historic District Commission | |

Reason(s) you wish to serve: I own downtown properties as real estate investment including > Truck & Juice, Kikwins, E. Jones, China Restaurant & Remax Buick. I'm interested in growth of & improvements to downtown.

Other community or civic service activities: Recently retired and moved full-time to The Acks. Former President/CEO of Goggett Broadcasting Company. We previously owned a home in Harborage Park for ten years. I'm friends with Pat & Be Kiek Sabard, Bud Schier.

Signature: [Handwritten Signature] Date: 12/7/12



HEALTH DEPARTMENT

of Northwest Michigan

Administrative Office
220 W. Garfield Ave.
Charlevoix, MI 49720
231 547 6523
231 547 6238 - fax

January 14, 2013

209 Portage Dr.
Bellaire, MI 49615
231 533 8670
231 533 8450 - fax

Dear Mr. Cain,

205 Grove St.
Mancelona, MI 49659
231 587 5052
231 587 5313 - fax

As tobacco prevention coordinator for the Health Department of Northwest Michigan, I am reaching out to the City of Boyne City to offer my assistance to establish tobacco policy for tobacco free parks.

3434 M-119, Suite A
Harbor Springs, MI
49740
231 347 6014
231 347 2861 - fax

Exposure to secondhand smoke is harmful to health. Even in outdoor settings air pollution from outdoor tobacco smoke can be quite high near active smokers. There is no safe level of exposure to secondhand smoke. Tobacco-free policies help to change community norms, and provide a positive tobacco-free model to children.

95 Livingston Blvd.
Gaylord, MI 49735
989 732 1794
989 732 3285 - fax

The Health Department of Northwest Michigan Tobacco Reduction Coalition would like to work with you to ensure that the City of Boyne City join the growing number of communities in Michigan that have already made their parks and beaches tobacco-free. We should follow their lead and create a healthier community for residents and visitors to our area to exercise, relax, and enjoy the beauty of the outdoors.

Dental Clinics North
Administrative Office
220 W. Garfield Ave.
Charlevoix, MI 49720
231 547 6523
231 547 6238 - fax

I have enclosed a packet of information on tobacco free parks and beaches as well as policy language. I will be following up with you in a few weeks, but if you have any questions please do not hesitate to call me. Thank you.

Hospice of Northwest
Michigan
220 W. Garfield Ave.
Charlevoix, MI 49720
800 551 4140
231 547 1164 - fax

Sincerely,

Northern Michigan
Regional Lab
95 Livingston Blvd.
Suite D
Gaylord, MI 49735
989 732 1794
989 732 3285 - fax

Susan Pulaski, MA
Community Health Coordinator
Tobacco Reduction Coalition Coordinator
Health Department of Northwest Michigan
3434 M-119, Suite A, Harbor Springs, MI 49740

P: (231) 347-5813

F: (231) 347-2861

s.pulaski@nwhealth.org



Rec'd 1-14-13

Tobacco-Free Parks and Beaches

Frequently Asked Questions Michigan

What is current Michigan law on smoking and tobacco use outdoors?

There is currently no state law that regulates smoking and tobacco use outdoors.

Are local units of government free to enact policies restricting tobacco use in outdoor areas?

Yes. Neither federal nor state law prohibits local governments from regulating tobacco use outdoors.

What types of policies may be enacted to regulate tobacco use in local parks and beaches?

The type(s) of policy(ies) available to a local unit of government in choosing to regulate tobacco use in its outdoor areas, parks, and beaches depends to some extent on what type of jurisdiction is enacting the policy, and is determined locally. In general, the following applies:

- County Regulation
- City Ordinance
- Policy
- Resolution

Is there a model policy available?

Yes. There are several model policies available that can be localized. Technical assistance with policy development and adoption is available through the Michigan Department of Community Health Tobacco Program and the Smoke-Free Environments Law Project based in Ann Arbor, Michigan.

How is enforcement of a tobacco-free parks and beaches policy handled?

Community education, prominent and clear signage, and staff education work well for enforcing this type of policy.

What are the benefits of tobacco-free outdoor recreation areas, including parks and beaches?

Benefits of tobacco-free outdoor recreational areas are numerous. Health benefits include protection of nonsmokers from secondhand smoke exposure, protection of young children from toxic cigarette butts and other tobacco litter, and positive role modeling for youth. Benefits to the environment include reduced tobacco litter, cleaner waterways, protection of marine and wildlife from toxic tobacco litter, and reduced risk of fire. Maintenance costs may be reduced due to reduced staff time needed for litter and waste clean up.



City-Owned Outdoor Recreational Facilities *Model Tobacco-Free Policy*

Section 1: Rationale

WHEREAS, the City believes that tobacco use in the proximity of children and adults engaging in or watching outdoor recreational activities at City-owned or operated facilities is detrimental to their health and can be offensive to those using such facilities; and

WHEREAS, the City has a unique opportunity to create and sustain an environment that supports a non-tobacco norm through a tobacco-free policy, rule enforcement, and adult-peer role modeling on City-owned outdoor recreational facilities; and

WHEREAS, the City believes parents, leaders, and officials involved in recreation are role models for youth and can have a positive effect on the lifestyle choices they make; and

WHEREAS, the tobacco industry advertises at and sponsors recreational events to foster a connection between tobacco use and recreation; and

WHEREAS, cigarettes, once consumed in public spaces, are often discarded on the ground requiring additional maintenance expenses, diminish the beauty of the City's recreational facilities, and pose a risk to toddlers due to ingestion; and

WHEREAS, the City Park & Recreation Board determines that the prohibition of tobacco use at the City's recreational facilities serves to protect the health, safety and welfare of the citizens of our City.

THEREFORE, be it resolved that tobacco use is prohibited in outdoor recreational facilities. No person shall use any form of tobacco at or on any City-owned or operated outdoor recreational facilities, including the restrooms, spectator and concession areas. These facilities include [insert specific facilities here, e.g. playgrounds, athletic fields, beaches, aquatic areas, parks, and walking/hiking trails].

Section 2: Enforcement

1. Appropriate signs shall be posted in the above specified areas.
2. The community, especially facility users and staff, will be notified about this policy.
3. Staff will make periodic observations of recreational facilities to monitor for compliance.
4. Any person found violating this policy may be subject to immediate ejection from the recreation facility for the remainder of the event.

Section 3: Effective Date

This policy statement is effective immediately upon the date of adoption, which is _____, 20__.

Appropriate City Official

Date

CITY CLERK HAS ADDITIONAL INFO.

CASH SUMMARY BY FUND FOR BOYNE CITY

FROM 12/01/2012 TO 12/31/2012

FUND: 101 202 203 206 209 210 211 226 242 244 248 251 285 295 401 410 590 592 661
 CASH AND INVESTMENT ACCOUNTS

Fund	Description	Beginning Balance 12/01/2012	Total Debits	Total Credits	Ending Balance 12/31/2012
101	GENERAL FUND	3,283,331.69	72,293.36	768,651.14	2,586,973.91
202	MAJOR STREET FUND	(107,813.86)	315,788.06	207,974.20	0.00
203	LOCAL STREET FUND	(324,152.31)	382,168.61	58,016.30	0.00
206	FIRE FUND	289,803.66	226.06	14,498.21	275,531.51
209	CEMETERY FUND	1,096.43	10,004.84	2,121.27	8,980.00
210	AMBULANCE FUND	5,332.54	28,618.64	33,951.18	0.00
211	SPECIAL PROJECTS FUND	690.45	0.00	0.00	690.45
226	RUBBISH COLLECTION FUND	0.00	0.00	0.00	0.00
242	BOYNE THUNDER FUND	(57.00)	57.00	0.00	0.00
244	FIRE DEPARTMENT FUND	0.00	0.00	0.00	0.00
248	DOWNTOWN DEVELOPMENT AUTHORITY	260,336.68	18,148.19	104,336.25	174,148.62
251	LDEFA FUND	1,049,504.32	0.00	2,500.00	1,047,004.32
285	MARINA FUND	218,238.08	251.06	5,494.78	212,994.36
295	AIRPORT FUND	33,094.18	5,295.67	1,566.17	36,823.68
401	VIBRANT SMALL CITIES INITIATIVE FUND	0.00	0.00	0.00	0.00
410	BOYNE SENIORS CENTER FUND	359.95	0.00	0.00	359.95
590	WASTEWATER FUND	1,745,108.14	85,313.97	112,553.96	1,717,868.15
592	WATER FUND	246,974.78	66,774.72	98,739.06	215,010.44
661	MOTOR POOL FUND	671,634.97	29,936.52	13,065.07	688,506.42
	TOTAL - ALL FUNDS	7,373,482.70	1,014,876.70	1,423,467.59	6,964,891.81

PERIOD ENDING 12/31/2012

ACCOUNT DESCRIPTION	2012-13 AMENDED BUDGET	END BALANCE 12/31/2012 (ABNORM NORMAL)	ACTIVITY FOR MONTH 12/31/20 INCREASE (DECR)	AVAILABLE BALANCE NORMAL (ABNORM)	% BGD USED
Fund 101 - GENERAL FUND					
Revenues					
031-REVENUES					
032-REVENUES	3,984,662.00	2,468,357.46	14,133.79	1,516,304.54	61.95
033-REVENUES	244,068.00	168,810.19	0.00	75,257.81	69.17
034-REVENUES	142,000.00	94,666.64	11,833.33	47,333.36	66.67
035-REVENUES	142,000.00	50,785.28	460.45	91,214.72	35.76
036-REVENUES	13,900.00	5,201.80	622.10	8,698.20	37.42
	362,633.00	194,141.03	30,182.66	168,491.97	53.54
TOTAL Revenues	4,889,263.00	2,981,962.40	57,232.33	1,907,300.60	60.99
Expenditures					
101-LEGISLATIVE	19,518.00	18,133.21	(163.61)	1,384.79	92.91
151-PLANNING	150,390.00	77,978.90	8,729.33	72,411.10	51.85
173-GENERAL SERVICES	559,353.00	349,603.49	43,471.20	209,749.51	62.50
191-ELECTIONS	2,900.00	2,795.19	0.00	104.81	96.39
208-ACCOUNTING/AUDIT	13,000.00	13,000.00	0.00	0.00	100.00
209-ASSESSMENT/TAXES	100,723.00	39,647.27	4,513.33	61,075.73	39.36
210-LEGAL	60,000.00	13,160.28	349.50	46,839.72	21.93
248-GENERAL/OTHER SERVICES	134,520.00	77,798.35	7,652.65	56,721.65	57.83
250-HOUSING	255,000.00	112,856.05	15,478.97	142,143.95	44.26
265-PUBLIC BUILDINGS	1,176,646.00	86,714.80	8,023.21	1,089,931.20	7.37
301-POLICE DEPARTMENT	639,004.00	351,172.27	40,688.13	287,831.73	54.96
706-ENVIRONMENTAL	1,000.00	750.00	0.00	250.00	75.00
751-PARKS & RECREATION	286,521.00	165,116.90	4,136.21	121,404.10	57.63
804-MUSEUM	2,492.00	1,000.18	25.00	1,491.82	40.14
809-SIDEWALKS	108,000.00	3,658.70	0.00	104,341.30	3.39
899-CONTINGENCY	64,223.00	13,980.57	8,214.72	50,242.43	21.77
965-TRANSFERS OUT	1,315,973.00	1,240,231.75	638,456.10	75,741.25	94.24
TOTAL Expenditures	4,889,263.00	2,567,597.91	779,574.74	2,321,665.09	52.52
Fund 101:					
TOTAL REVENUES	4,889,263.00	2,981,962.40	57,232.33	1,907,300.60	60.99
TOTAL EXPENDITURES	4,889,263.00	2,567,597.91	779,574.74	2,321,665.09	52.52
NET OF REVENUES & EXPENDITURES	0.00	414,364.49	(722,342.41)	(414,364.49)	100.00
Fund 202 - MAJOR STREET FUND					
Revenues					
030-REVENUES	1,499,208.00	744,158.05	308,809.84	755,049.95	49.64
TOTAL Revenues	1,499,208.00	744,158.05	308,809.84	755,049.95	49.64
Expenditures					
451-CONSTRUCTION	960,800.00	601,878.31	155,800.19	358,921.69	62.64
463-ROUTINE MAINTANCE	332,100.00	231,260.33	20,293.82	100,839.67	69.64
474-TRAFFIC SERVICE	31,500.00	4,112.14	216.17	27,387.86	13.05
478-WINTER MAINTENANCE	97,300.00	33,777.46	20,377.53	63,522.54	34.71
482-ADMINISTRATION	77,508.00	42,692.80	4,308.27	34,815.20	55.08
TOTAL Expenditures	1,499,208.00	913,721.04	200,995.98	585,486.96	60.95
Fund 202:					
TOTAL REVENUES	1,499,208.00	744,158.05	308,809.84	755,049.95	49.64
TOTAL EXPENDITURES	1,499,208.00	913,721.04	200,995.98	585,486.96	60.95
NET OF REVENUES & EXPENDITURES	0.00	(169,562.99)	107,813.86	169,562.99	100.00
Fund 203 - LOCAL STREET FUND					
Revenues					
030-REVENUES	943,460.00	718,769.88	374,793.62	224,690.12	76.18
TOTAL Revenues	943,460.00	718,769.88	374,793.62	224,690.12	76.18
Expenditures					
451-CONSTRUCTION	431,970.00	432,189.16	7,707.37	(219.16)	100.05
463-ROUTINE MAINTANCE	339,800.00	219,957.61	21,758.10	119,842.39	64.73
474-TRAFFIC SERVICE	18,500.00	2,656.77	745.61	15,843.23	14.36
478-WINTER MAINTENANCE	97,110.00	28,761.10	16,330.56	68,348.90	29.62
482-ADMINISTRATION	56,080.00	41,054.65	4,099.67	15,025.35	73.21

PERIOD ENDING 12/31/2012

ACCOUNT DESCRIPTION	2012-13 AMENDED BUDGET	END BALANCE 12/31/2012 (ABNORM	ACTIVITY FOR MONTH 12/31/20 INCREASE (DECR	AVAILABLE BALANCE NORMAL (ABNORM	% BDGT USED
Fund 203 - LOCAL STREET FUND					
Expenditures					
TOTAL Expenditures	943,460.00	724,619.29	50,641.31	218,840.71	76.80
Fund 203:					
TOTAL REVENUES	943,460.00	718,769.88	374,793.62	224,690.12	76.18
TOTAL EXPENDITURES	943,460.00	724,619.29	50,641.31	218,840.71	76.80
NET OF REVENUES & EXPENDITURES	0.00	(5,849.41)	324,152.31	5,849.41	100.00
Fund 206 - FIRE FUND					
Revenues					
030-REVENUES	295,500.00	(24,810.94)	0.00	320,310.94	(8.40)
TOTAL Revenues	295,500.00	(24,810.94)	0.00	320,310.94	(8.40)
Expenditures					
040-EXPENDITURES	246,485.00	123,799.21	14,272.15	122,685.79	50.23
TOTAL Expenditures	246,485.00	123,799.21	14,272.15	122,685.79	50.23
Fund 206:					
TOTAL REVENUES	295,500.00	(24,810.94)	0.00	320,310.94	8.40
TOTAL EXPENDITURES	246,485.00	123,799.21	14,272.15	122,685.79	50.23
NET OF REVENUES & EXPENDITURES	49,015.00	(148,610.15)	(14,272.15)	197,625.15	(303.19)
Fund 209 - CEMETERY FUND					
Revenues					
030-REVENUES	51,017.00	41,413.43	9,585.16	9,603.57	81.18
TOTAL Revenues	51,017.00	41,413.43	9,585.16	9,603.57	81.18
Expenditures					
040-EXPENDITURES	51,017.00	32,373.34	1,701.59	18,643.66	63.46
TOTAL Expenditures	51,017.00	32,373.34	1,701.59	18,643.66	63.46
Fund 209:					
TOTAL REVENUES	51,017.00	41,413.43	9,585.16	9,603.57	81.18
TOTAL EXPENDITURES	51,017.00	32,373.34	1,701.59	18,643.66	63.46
NET OF REVENUES & EXPENDITURES	0.00	9,040.09	7,883.57	(9,040.09)	100.00
Fund 210 - AMBULANCE FUND					
Revenues					
030-REVENUES	644,227.00	403,921.48	6,440.56	240,305.52	62.70
040-EXPENDITURES	0.00	3,135.00	0.00	(3,135.00)	100.00
TOTAL Revenues	644,227.00	407,056.48	6,440.56	237,170.52	63.19
Expenditures					
040-EXPENDITURES	629,425.00	388,456.24	32,980.35	240,968.76	61.72
TOTAL Expenditures	629,425.00	388,456.24	32,980.35	240,968.76	61.72
Fund 210:					
TOTAL REVENUES	644,227.00	407,056.48	6,440.56	237,170.52	63.19
TOTAL EXPENDITURES	629,425.00	388,456.24	32,980.35	240,968.76	61.72
NET OF REVENUES & EXPENDITURES	14,802.00	18,600.24	(26,539.79)	(3,798.24)	125.66
Fund 211 - SPECIAL PROJECTS FUND					
Revenues					
030-REVENUES	0.00	60.00	0.00	(60.00)	100.00

PERIOD ENDING 12/31/2012

ACCOUNT DESCRIPTION	2012-13 AMENDED BUDGET	END BALANCE 12/31/2012 (ABNORM	ACTIVITY FOR MONTH 12/31/20 INCREASE (DECR	AVAILABLE BALANCE NORMAL (ABNORM	% BDGT USED
Fund 211 - SPECIAL PROJECTS FUND					
Revenues					
TOTAL Revenues	0.00	60.00	0.00	(60.00)	100.00
Fund 211:					
TOTAL REVENUES	0.00	60.00	0.00	(60.00)	100.00
TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES	0.00	60.00	0.00	(60.00)	100.00
Fund 226 - RUBBISH COLLECTION FUND					
Revenues					
030-REVENUES	28,000.00	27,231.09	0.00	768.91	97.25
TOTAL Revenues	28,000.00	27,231.09	0.00	768.91	97.25
Expenditures					
040-EXPENDITURES	28,000.00	27,231.09	0.00	768.91	97.25
TOTAL Expenditures	28,000.00	27,231.09	0.00	768.91	97.25
Fund 226:					
TOTAL REVENUES	28,000.00	27,231.09	0.00	768.91	97.25
TOTAL EXPENDITURES	28,000.00	27,231.09	0.00	768.91	97.25
NET OF REVENUES & EXPENDITURES	0.00	0.00	0.00	0.00	0.00
Fund 242 - BOYNE THUNDER FUND					
Revenues					
030-REVENUES	0.00	110,692.57	57.00	(110,692.57)	100.00
TOTAL Revenues	0.00	110,692.57	57.00	(110,692.57)	100.00
Expenditures					
040-EXPENDITURES	0.00	110,692.57	0.00	(110,692.57)	100.00
TOTAL Expenditures	0.00	110,692.57	0.00	(110,692.57)	100.00
Fund 242:					
TOTAL REVENUES	0.00	110,692.57	57.00	(110,692.57)	100.00
TOTAL EXPENDITURES	0.00	110,692.57	0.00	(110,692.57)	100.00
NET OF REVENUES & EXPENDITURES	0.00	0.00	57.00	0.00	100.00
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY					
Revenues					
030-REVENUES	665,941.00	460,327.53	16,275.00	205,613.47	69.12
TOTAL Revenues	665,941.00	460,327.53	16,275.00	205,613.47	69.12
Expenditures					
731-EXPENDITURES	749,014.00	473,641.09	102,463.06	275,372.91	63.24
TOTAL Expenditures	749,014.00	473,641.09	102,463.06	275,372.91	63.24
Fund 248:					
TOTAL REVENUES	665,941.00	460,327.53	16,275.00	205,613.47	69.12
TOTAL EXPENDITURES	749,014.00	473,641.09	102,463.06	275,372.91	63.24
NET OF REVENUES & EXPENDITURES	(83,073.00)	(13,313.56)	(86,188.06)	(69,759.44)	16.03
Fund 251 - LDFA FUND					
Revenues					
030-REVENUES	192,195.00	179,904.36	0.00	12,290.64	93.61
TOTAL Revenues	192,195.00	179,904.36	0.00	12,290.64	93.61

PERIOD ENDING 12/31/2012

ACCOUNT DESCRIPTION	2012-13 AMENDED BUDGET	END BALANCE 12/31/2012 (ABNORM	ACTIVITY FOR MONTH 12/31/20 INCREASE (DECR	AVAILABLE BALANCE NORMAL (ABNORM	% BDGT USED
Fund 251 - LDFA FUND					
Expenditures					
040-EXPENDITURES	501,989.00	99,360.44	2,500.00	402,628.56	19.79
TOTAL Expenditures	501,989.00	99,360.44	2,500.00	402,628.56	19.79
Fund 251:					
TOTAL REVENUES	192,195.00	179,904.36	0.00	12,290.64	93.61
TOTAL EXPENDITURES	501,989.00	99,360.44	2,500.00	402,628.56	19.79
NET OF REVENUES & EXPENDITURES	(309,794.00)	80,543.92	(2,500.00)	(390,337.92)	(26.00)
Fund 285 - MARINA FUND					
Revenues					
030-REVENUES	213,092.00	82,468.92	(4,976.99)	130,623.08	38.70
TOTAL Revenues	213,092.00	82,468.92	(4,976.99)	130,623.08	38.70
Expenditures					
040-EXPENDITURES	315,400.00	71,179.76	291.73	244,220.24	22.57
TOTAL Expenditures	315,400.00	71,179.76	291.73	244,220.24	22.57
Fund 285:					
TOTAL REVENUES	213,092.00	82,468.92	(4,976.99)	130,623.08	38.70
TOTAL EXPENDITURES	315,400.00	71,179.76	291.73	244,220.24	22.57
NET OF REVENUES & EXPENDITURES	(102,308.00)	11,289.16	(5,268.72)	(113,597.16)	(11.03)
Fund 295 - AIRPORT FUND					
Revenues					
030-REVENUES	99,126.00	96,715.07	4,988.67	2,410.93	97.57
TOTAL Revenues	99,126.00	96,715.07	4,988.67	2,410.93	97.57
Expenditures					
040-EXPENDITURES	118,650.00	16,935.71	1,192.46	101,714.29	14.27
TOTAL Expenditures	118,650.00	16,935.71	1,192.46	101,714.29	14.27
Fund 295:					
TOTAL REVENUES	99,126.00	96,715.07	4,988.67	2,410.93	97.57
TOTAL EXPENDITURES	118,650.00	16,935.71	1,192.46	101,714.29	14.27
NET OF REVENUES & EXPENDITURES	(19,524.00)	79,779.36	3,796.21	(99,303.36)	(408.62)
Fund 410 - BOYNE SENIORS CENTER FUND					
Expenditures					
040-EXPENDITURES	0.00	169.97	0.00	(169.97)	100.00
TOTAL Expenditures	0.00	169.97	0.00	(169.97)	100.00
Fund 410:					
TOTAL REVENUES	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	0.00	169.97	0.00	(169.97)	100.00
NET OF REVENUES & EXPENDITURES	0.00	(169.97)	0.00	169.97	100.00
Fund 590 - WASTEWATER FUND					
Revenues					
030-REVENUES	1,106,281.00	479,282.43	8,427.21	626,998.57	43.32
TOTAL Revenues	1,106,281.00	479,282.43	8,427.21	626,998.57	43.32
Expenditures					
590-EXPENDITURES	1,102,086.00	450,460.71	110,291.26	651,625.29	40.87

PERIOD ENDING 12/31/2012

ACCOUNT DESCRIPTION	2012-13 AMENDED BUDGET	END BALANCE 12/31/2012 (ABNORM)	ACTIVITY FOR MONTH 12/31/20 INCREASE (DECR)	AVAILABLE BALANCE NORMAL (ABNORM)	% BDGT USED
Fund 590 - WASTEWATER FUND					
Expenditures					
TOTAL Expenditures	1,102,086.00	450,460.71	110,291.26	651,625.29	40.87
Fund 590:					
TOTAL REVENUES	1,106,281.00	479,282.43	8,427.21	626,998.57	43.32
TOTAL EXPENDITURES	1,102,086.00	450,460.71	110,291.26	651,625.29	40.87
NET OF REVENUES & EXPENDITURES	4,195.00	28,821.72	(101,864.05)	(24,626.72)	687.05
Fund 592 - WATER FUND					
Revenues					
030-REVENUES	0.00	81.14	0.00	(81.14)	100.00
032-REVENUES	580,800.00	344,649.08	(2,743.74)	236,150.92	59.34
TOTAL Revenues	580,800.00	344,730.22	(2,743.74)	236,069.78	59.35
Expenditures					
592-EXPENDITURES	586,914.00	345,854.64	94,890.40	241,059.36	58.93
TOTAL Expenditures	586,914.00	345,854.64	94,890.40	241,059.36	58.93
Fund 592:					
TOTAL REVENUES	580,800.00	344,730.22	(2,743.74)	236,069.78	59.35
TOTAL EXPENDITURES	586,914.00	345,854.64	94,890.40	241,059.36	58.93
NET OF REVENUES & EXPENDITURES	(6,114.00)	(1,124.42)	(97,634.14)	(4,989.58)	18.39
Fund 661 - MOTOR POOL FUND					
Revenues					
030-REVENUES	301,800.00	178,787.06	29,621.90	123,012.94	59.24
TOTAL Revenues	301,800.00	178,787.06	29,621.90	123,012.94	59.24
Expenditures					
040-EXPENDITURES	345,500.00	195,553.80	9,920.30	149,946.20	56.60
TOTAL Expenditures	345,500.00	195,553.80	9,920.30	149,946.20	56.60
Fund 661:					
TOTAL REVENUES	301,800.00	178,787.06	29,621.90	123,012.94	59.24
TOTAL EXPENDITURES	345,500.00	195,553.80	9,920.30	149,946.20	56.60
NET OF REVENUES & EXPENDITURES	(43,700.00)	(16,766.74)	19,701.60	(26,933.26)	38.37
TOTAL REVENUES - ALL FUNDS					
TOTAL REVENUES - ALL FUNDS	11,509,910.00	6,828,748.55	808,510.56	4,681,161.45	59.33
TOTAL EXPENDITURES - ALL FUNDS	12,006,411.00	6,541,646.81	1,401,715.33	5,464,764.19	54.48
NET OF REVENUES & EXPENDITURES	(496,501.00)	287,101.74	(593,204.77)	(783,602.74)	57.83

CITY OF BOYNE CITY

To: Michael Cain, City Manager
From: Scott McPherson, Planning Director 
Date: January 22, 2013
Subject: Redevelopment Ready Community Application

**Background**

The Redevelopment Ready Communities (RRC) program is currently accepting applications from communities seeking to achieve redevelopment ready certification status. The RRC is a program administered by the MEDC and supports Michigan communities to become development ready and competitive in today's economy by promoting the use of effective redevelopment strategies. RRC envisions communities that creatively reuse space, embrace economic innovation and best practices, and proactively plan their future, making them more attractive to redevelopment investments that create thriving places where people want to live, work and play. The program measures and certifies communities that integrate transparency, predictability and efficiency into their daily development practices. It taps the vision of local residents and business owners to help shape a community-supported plan for growth.

Process

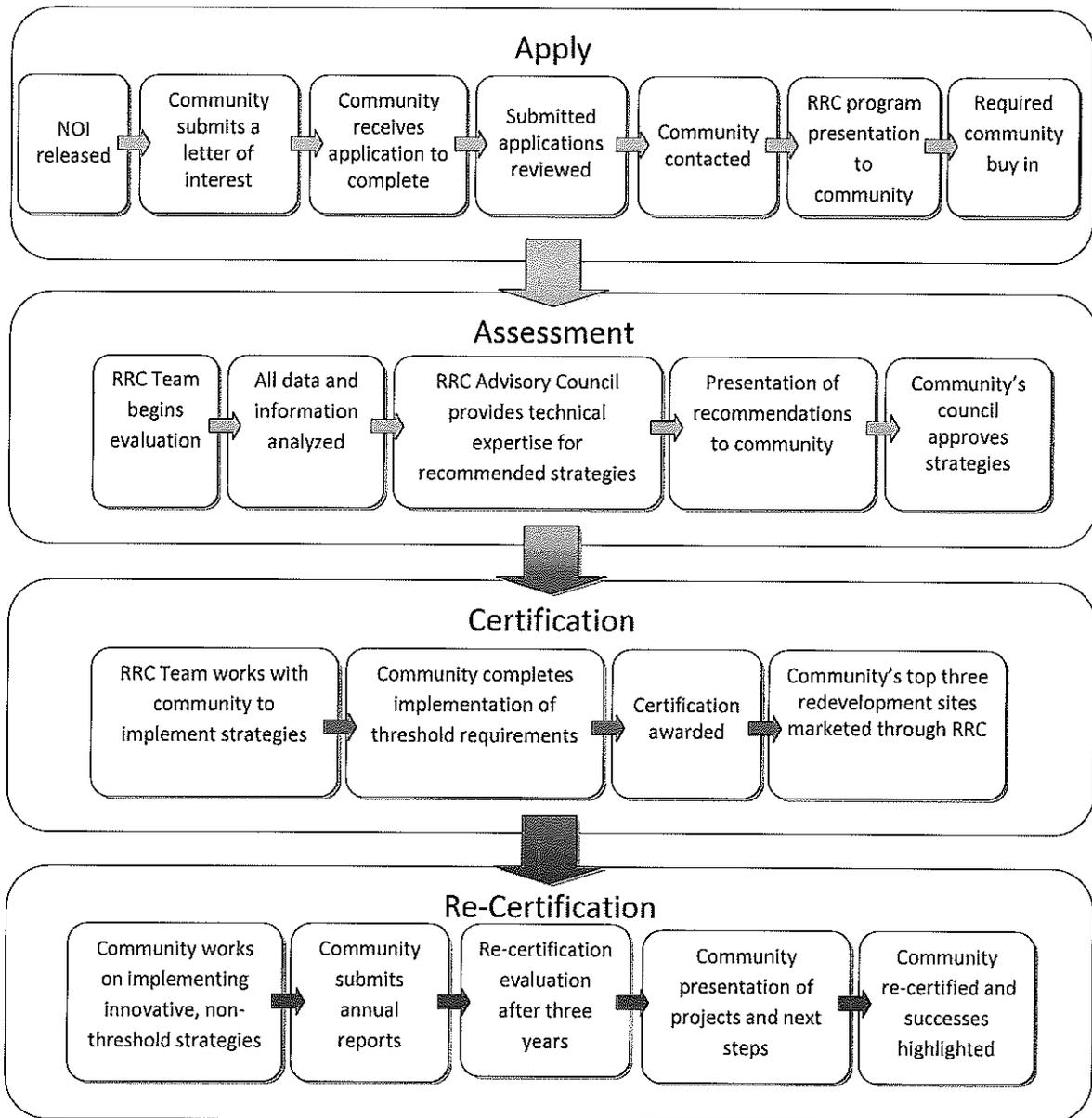
Selected communities will receive an in-depth assessment, report of findings and support for implementation of recommended strategies needed to achieve certification. The evaluation measures a community to the six RRC best practices. A copy of the best practices and flow chart of the process has been attached for your review. Certification is awarded once a community demonstrates all best practice components have been met. Each community is evaluated off of the best practices, given specific recommendations for advancement, and when completed, becomes RRC certified. There is no cost to submit an application and the City is not obligated to participate if selected. If the City is selected and chooses to participate there are no direct costs for participation but it is possible that there may be some indirect costs that arise from the implementation of recommendations in order to obtain certification. Applications for the RRC program are due by 5pm, February 8, 2013.

Recommendation

Authorize staff to proceed with an application submittal for the Redevelopment Ready Community Certification.

Options

1. Do not authorize staff to proceed with RRC application.
2. Postpone action on the RRC application pending further information
3. Other action as the Commission deems appropriate.





Redevelopment Ready Communities®

Best Practices

Program Overview

Redevelopment Ready Communities[®] (RRC) is a state-wide program that certifies communities who actively engage stakeholders to vision and plan for the future.

An RRC certification signals to business owners, developers and investors that the community has removed development barriers by building deliberate, fair and consistent processes. Certified Redevelopment Ready Communities[®] attract investment to create thriving places where people want to live, work and play.

Developed by experts in the public and private sector, the RRC Best Practices are the standard for evaluation. Each best practice addresses key elements of community and economic development, nurturing the potential of a community to meet the unique needs of businesses and residents.

Evaluations are conducted by the RRC team through interviews, observation and data analysis. After the evaluation, a community is presented with a report of findings and strategies to implement. To be awarded certification, a community must demonstrate all of the RRC Best Practice components have been met. Once a community is certified, RRC will assist in the promotion and marketing of up to three Redevelopment Ready Sites through the Michigan Economic Development Corporation. These top sites are primed for new investment because they are located within a community that has effective policies, efficient processes and broad community support.



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Looking for more info?

Some parts of the Best Practices have further explanation. If a word is in blue, hover your mouse over it and a yellow box will appear for more information.

If you still have questions, feel free to contact the RRC team at RRC@michigan.org.

1.1 – The Plans

This best practice evaluates community planning for redevelopment and how the redevelopment vision is embedded in the master plan.

The comprehensive master plan is a community’s guiding framework for growth. The information and concepts presented in the master plan are intended to serve as a policy guide for local decisions about the physical, social, economic and environmental development of the community. The plan is updated every five years to provide a community with a current and relevant decision making tool. An updated comprehensive master plan is essential to articulating the types of development the community desires and the specific areas where the community will concentrate resources.

Evaluation Criteria	Expectations
<p>The governing body has adopted a master plan in the past five years or has a master plan update in development.</p>	<ul style="list-style-type: none"> • The <u>master plan</u> reflects the community’s desired direction for the future. • The master plan update has a completion timeline in place, if applicable. • The master plan is accessible online.
<p>The master plan identifies a strategy for redevelopment or a redevelopment plan.</p>	<ul style="list-style-type: none"> • The redevelopment strategy/plan identifies priority redevelopment sites, neighborhoods and/or districts. • The redevelopment strategy/plan contains problem statements and goals for redevelopment sites, neighborhoods and/or districts. • The redevelopment strategy/plan specifies implementation strategies and tools to accomplish the stated goals and actions. • The redevelopment strategy/plan includes a 2-5 year timeline that identifies leadership and outreach, economic development, and planning and zoning benchmarks. • The community demonstrates it has attempted to hit the stated benchmarks and annually reports to the governing body on its progress.

Evaluation Criteria	Expectations
<p>The governing body has adopted a capital improvement plan.</p>	<ul style="list-style-type: none"> • <u>The capital improvement plan</u> has a six-year minimum projection and is reviewed annually. • The capital improvement plan identifies current utility capabilities and considers if current infrastructure allows for development that has been identified in the redevelopment strategies. • The capital improvement plan considers the coordination of projects in the same area to minimize construction costs and impacts. • The capital improvement plan coordinates with the master plan and redevelopment strategy/plan. • The capital improvement plan coordinates with the budget approved by the governing body. • The capital improvement plan is accessible online.
<p>The governing body has adopted a downtown development plan, if applicable.</p>	<ul style="list-style-type: none"> • The downtown development plan has established boundaries of the development area. • The downtown development plan identifies existing improvements in the development area to be demolished, repaired, or altered, and includes estimated costs of the improvements and a timeline for completion. • The downtown development plan identifies any portions of the development area to be left as open space. • The downtown development plan considers pedestrian and/or transit oriented development. • The downtown development plan includes mixed-use elements. • The downtown development plan coordinates with the master plan, redevelopment strategy/plan and capital improvement plan. • The <u>Downtown Development Authority</u> plan coordinates, if applicable. • The downtown development plan is accessible online.

Evaluation Criteria	Expectations
<p>The governing body has adopted a corridor improvement plan, if applicable.</p>	<ul style="list-style-type: none"> • The corridor improvement plan has established boundaries of the development area. • The corridor improvement plan identifies existing improvements in the development area to be demolished, repaired, or altered, and includes estimated costs of the improvements and timeline for completion. • The corridor improvement plan identifies any portions of the development area to be left as open space. • The corridor improvement plan considers pedestrian and/or transit oriented development. • The corridor improvement plan includes mixed-use elements. • The corridor improvement plan coordinates with the master plan, redevelopment strategy/plan and capital improvement plan. • The <u>Corridor Improvement Authority</u> plan coordinates, if applicable. • The corridor improvement plan is accessible online.

1.2 – Public Participation

This best practice assesses how well the community identifies its stakeholders and engages them, not only during the master planning process, but on a continual basis.

Public participation is the process by which a community consults with interested or affected stakeholders before making a decision. It is two-way communication and collaborative problem solving with the objective of being intentionally inclusive, and the goal of achieving better and more acceptable decisions. Public participation aims to prevent or minimize disputes by creating a process for resolving issues before they become an obstacle.

The best master plans have the support of many stakeholders from businesses, residents, community groups and elected and appointed community officials. Public engagement should be more frequent and interactive than soliciting input only during the master plan update.

Evaluation Criteria	Expectations		
<p>The community has a public participation plan for engaging a diverse set of community stakeholders in land use decisions.</p>	<ul style="list-style-type: none"> • The plan identifies key stakeholders, including those not normally at the visioning table. • The plan describes public participation methods and the appropriate venue to use each method. • If a third party is consulted, they adhere to the public participation plan. 		
<p>The community demonstrates that public participation efforts go beyond the basic methods.</p>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><u>Basic Methods</u></p> <ul style="list-style-type: none"> ○ Public Notice Act ○ Newspaper posting ○ Website posting ○ Flier posting on community hall door ○ Announcements at governing body meeting ○ Post card mailings ○ Attachments to water bills ○ Local cable notification </td> <td style="width: 50%; vertical-align: top;"> <p><u>Proactive Practices</u></p> <ul style="list-style-type: none"> ○ Individual mailings ○ Charrettes ○ One-on-one interviews ○ Canvassing ○ Community workshops ○ Focus groups ○ Social networking ○ Crowdsourcing </td> </tr> </table> <ul style="list-style-type: none"> • Community tracks success of various methods. 	<p><u>Basic Methods</u></p> <ul style="list-style-type: none"> ○ Public Notice Act ○ Newspaper posting ○ Website posting ○ Flier posting on community hall door ○ Announcements at governing body meeting ○ Post card mailings ○ Attachments to water bills ○ Local cable notification 	<p><u>Proactive Practices</u></p> <ul style="list-style-type: none"> ○ Individual mailings ○ Charrettes ○ One-on-one interviews ○ Canvassing ○ Community workshops ○ Focus groups ○ Social networking ○ Crowdsourcing
<p><u>Basic Methods</u></p> <ul style="list-style-type: none"> ○ Public Notice Act ○ Newspaper posting ○ Website posting ○ Flier posting on community hall door ○ Announcements at governing body meeting ○ Post card mailings ○ Attachments to water bills ○ Local cable notification 	<p><u>Proactive Practices</u></p> <ul style="list-style-type: none"> ○ Individual mailings ○ Charrettes ○ One-on-one interviews ○ Canvassing ○ Community workshops ○ Focus groups ○ Social networking ○ Crowdsourcing 		
<p>The community shares outcomes of all public participation processes.</p>	<ul style="list-style-type: none"> • Community participation results are communicated in a consistent and transparent manner. 		

Best Practice Types: Zoning Policy and Regulations

2.1 – Zoning Regulations

This best practice evaluates a community's zoning ordinance and how well the ordinance regulates for the goals of the master plan.

Zoning is a key tool to implement comprehensive and development plans in a community. Inflexible or obsolete zoning regulations can discourage redevelopment. Outdated regulations force developers to pursue rezoning or variance requests, disturbing project timelines, increasing costs, and creating uncertainty. Communities should look to streamline ordinances and regulate for the kind of development that is truly desired. In addition, zoning is an essential tool for shaping inviting walkable communities.

Evaluation Criteria	Expectations
The governing body has adopted a zoning ordinance that reflects the goals of the current master plan.	<ul style="list-style-type: none"> • The ordinance is easy to understand and articulates clear definitions. • The zoning ordinance is accessible online.
The zoning ordinance contains priority districts where zoning encourages the type and form of development desired.	<ul style="list-style-type: none"> • The community allows mixed-use in priority districts by right. • The community has considered a form-based code in priority districts. • Downtown or commercial districts consider the following: <ul style="list-style-type: none"> ○ Build to lines ○ Open store fronts ○ Outdoor dining ○ Ground floor signage standards ○ Increased density ○ Pedestrian friendly elements • Industrial districts permit more flexible uses that reflect new economy type businesses.
The zoning ordinance contains flexible zoning techniques that promote infill redevelopment.	<ul style="list-style-type: none"> • The ordinance identifies specific allowable locations for Planned Unit Development(s) and prohibits the waiver or weakening of environmental or design standards. • Conditional land-use and conditional zoning approval requirements are clearly defined. • The community responds to project requests in a consistent manner. • The community encourages mixed- use redevelopment.

Evaluation Criteria	Expectations
<p>The zoning ordinance allows for a variety of housing options.</p>	<ul style="list-style-type: none"> • The ordinance identifies a variety of neighborhood classifications. • The community has considered allowing: <ul style="list-style-type: none"> ○ Mixed density residential ○ Residential uses in the downtown, if applicable ○ Live/work units ○ Mixed-income housing height bonus
<p>The zoning ordinance includes elements for improved non-motorized safety and access.</p>	<ul style="list-style-type: none"> • The community has considered a pedestrian and/or transit oriented development district(s). • The community has considered requiring bicycle parking spaces. • The ordinance describes minimum sidewalk width and street lighting requirements. • The ordinance describes streetscape and traffic calming requirements.
<p>The zoning ordinance allows for more flexible parking requirements.</p>	<ul style="list-style-type: none"> • The ordinance considers: <ul style="list-style-type: none"> ○ The availability of on-street parking ○ Requiring less impervious parking spaces ○ Allowing for interconnected vehicle passage between lots ○ Allowing shared parking agreements • The community has considered implementing alternative <u>parking management strategies</u>.

Best Practice Three: Development Review Process

3.1 – Site Plan Review Policy

This best practice evaluates the community's site plan review policies, project tracking and availability of development information.

Streamlined, well-documented site plan policies ensure a smooth and predictable experience when working with a community. Unnecessary steps and layers or unclear instructions increase time and expenses associated with development. Community leaders should look to simplify and clarify policies, operate in a transparent manner and increase efficiency to create an inviting redevelopment climate that is vital to attracting investment.

Evaluation Criteria	Expectations
The zoning ordinance articulates a thorough site plan review process.	<ul style="list-style-type: none"> • The zoning ordinance is updated by staff and approved by the governing body. • The zoning ordinance is accessible online.
The zoning ordinance documents the responsibilities of the governing body, community staff, zoning board of appeals, planning commission and other reviewing bodies.	<ul style="list-style-type: none"> • The zoning ordinance is updated by staff and approved by the governing body. • Responsibilities are included in <u>orientation packets</u> for new employees, governing body and other reviewing body members.
The community has a method to track development projects.	<ul style="list-style-type: none"> • The community demonstrates they have and use a tracking mechanism for development projects.
The community annually reviews the fee schedule.	<ul style="list-style-type: none"> • The fee schedule is updated to cover the community's true cost to provide services.

Evaluation Criteria	Expectations
<p>A "Guide to Development" is maintained online that explains policies, procedures and steps to obtain approvals.</p>	<ul style="list-style-type: none"> • The guide includes: <ul style="list-style-type: none"> ○ Relevant contact information ○ Relevant meeting schedules ○ <u>Easy to follow step-by-step flowchart of development processes</u> ○ <u>Clear approval timelines for reviewing bodies</u> ○ Conceptual meeting procedures ○ Relevant ordinances to review prior to site plan submission ○ <u>Site plan review requirements and application</u> ○ <u>Rezoning request process and application</u> ○ <u>Variance request process and application</u> ○ <u>Special land use request process and application</u> ○ Schedule of fees for variance, rezoning, special use, etc. ○ Special meeting procedures ○ Financial assistance tools ○ <u>Design guidelines and related processes, if applicable</u> ○ Clear explanation for site plans that can be reviewed and approved administratively, if applicable ○ Permit requirements and applications ○ Instructions for online forms ○ Online payment option, if applicable

3.2 – Site Plan Review Procedures

This best practice evaluates the community’s site plan review procedures and internal/external communication.

The purpose of the site plan review process is to assure plans for specific types of development comply with local ordinances and are consistent with the master plan. Site plan review procedures and review timelines should be communicated in a clear and concise manner to prospective developers and business owners. To do this sound internal procedures need to be in place and followed. Offering conceptual site plan review meetings is one more step a community can take to show investors they are working to remove redevelopment barriers and cut down on unexpected time delays.

Evaluation Criteria	Expectations
<p>The community has a qualified intake professional or project manager.</p>	<ul style="list-style-type: none"> • The community identifies a project point person and trains staff to perform intake responsibilities including: <ul style="list-style-type: none"> ○ Receiving and processing applications and site plans ○ Maintaining contact with the applicant ○ Facilitating meetings ○ Processing applications after approval • The designated person displays excellent customer service.
<p>The community has a clearly documented internal staff review policy.</p>	<ul style="list-style-type: none"> • The review process articulates clear roles and responsibilities for the internal staff review. This may include consultants, if applicable.
<p>The community defines and offers <u>conceptual site plan review</u> meetings for applicants.</p>	<ul style="list-style-type: none"> • The community has clearly defined expectations posted online and an internal requirements <u>checklist</u> to be reviewed at conceptual meetings.
<p>The community encourages a developer to seek input from neighboring residents and businesses at the onset of the application process.</p>	<ul style="list-style-type: none"> • The community assists the developer in soliciting input on a proposal before site plan approval.

Evaluation Criteria	Expectations
<p>The appropriate departments engage in joint site plan team reviews.</p>	<ul style="list-style-type: none"> • The joint site plan team review consists of the following representatives: <ul style="list-style-type: none"> ○ Planning Department ○ Economic Development ○ Department of Public Works ○ Building Department ○ Transportation Department ○ Fire ○ Police ○ Community Manager or Supervisor ○ County, if applicable
<p>The community promptly acts on special land use, variance or rezoning requests.</p>	<ul style="list-style-type: none"> • The community follows its documented procedures and timelines.
<p>The community annually reviews the successes and challenges with the site plan review procedures.</p>	<ul style="list-style-type: none"> • The site plan review team meets to capture lessons learned and amend the process accordingly. • The community obtains customer feedback on the site plan approval process and integrates changes to the process where applicable.

4.1 – Training for Elected Officials, Board Members, and Staff

This best practice assesses how a community encourages training and tracks training needs for appointed or elected officials, board members and staff.

Planning commissioners, zoning board of appeals members, the governing body and staff make more informed decisions about redevelopment and financial incentives when they receive adequate training on land use and redevelopment issues. Turnover in officials and staff can create gaps in knowledge about key development issues, which makes ongoing training essential to the efficient functioning of a community’s redevelopment processes.

Evaluation Criteria	Expectations
<p>The community has a dedicated source of funding for training.</p>	<ul style="list-style-type: none"> • The community demonstrates it has a training budget allocated for elected and appointed officials including: <ul style="list-style-type: none"> ○ Planning commission ○ Zoning board of appeals ○ Governing body ○ Other boards and commissions • Training budgets allocated for community staff including: <ul style="list-style-type: none"> ○ Planning ○ Building ○ Economic development
<p>The community identifies training needs of the governing body, boards, commissions and staff based on the stated goals in the redevelopment strategy.</p>	<ul style="list-style-type: none"> • The community manages a simple tracking mechanism for logging individual training needs and date of attendance.
<p>The community encourages board and commission members to attend trainings.</p>	<ul style="list-style-type: none"> • The community consistently notifies its elected and appointed officials about training opportunities.
<p>The planning commission, zoning board of appeals and the governing body conducts collaborative study sessions.</p>	<ul style="list-style-type: none"> • Community officials annually conduct review meetings about the master plan, zoning or redevelopment projects.

4.2 – Recruitment and Orientation

This best practice evaluates how a community conducts recruitment and orientation for newly appointed or elected officials and board members.

Diversity on boards and commissions can ensure a wide range of perspectives are considered when making decisions on redevelopment and financial incentives. Communities should seek desired skill sets and establish expectations prior to new officials and board members becoming active.

Evaluation Criteria	Expectations
<p>The community sets expectations for boards and commission positions.</p>	<ul style="list-style-type: none"> • The applications set expectations for the <u>desired skill sets</u> for an open seat and that training is an important responsibility of an official. • The board and commission applications are accessible online.
<p>The community provides orientation packets to newly appointed and elected members.</p>	<ul style="list-style-type: none"> • The <u>orientation packet</u> for the governing body, planning commission and zoning board of appeals includes planning, zoning and redevelopment information.

5.1 – Redevelopment Ready Sites

This best practice assesses how a community identifies, visions and markets their priority redevelopment sites.

Identified redevelopment ready sites assist a community to stimulate the real estate market for obsolete, vacant and underutilized property. Developers look to invest in communities that have a vision for the community, and a vision for priority sites. A community which takes steps to reduce the risk of rejected (re)development proposals will entice hesitant developers to spend their time and financial resources pursuing a project in their community. To encourage redevelopment, it is essential that communities actively package and market sites prioritized for redevelopment.

Evaluation Criteria	Expectations
<p>The community identifies and prioritizes individual redevelopment sites.</p>	<ul style="list-style-type: none"> • The community maintains an updated list of high priority sites to be redeveloped. • The community uses an internal checklist to evaluate the attributes of each identified site. • The prioritized list of redevelopment sites is accessible online.
<p>The community forms a steering committee(s) for prioritized redevelopment sites.</p>	<ul style="list-style-type: none"> • The steering committee consists of: <ul style="list-style-type: none"> ○ Community leaders ○ Property owners ○ Planning and economic development staff ○ Other key stakeholders • The steering committee creates an action plan for the visioning and information gathering of the identified priority redevelopment sites. • The steering committee creates a marketing plan for the identified priority redevelopment sites.
<p>The steering committee gathers preliminary development research for prioritized redevelopment sites.</p>	<ul style="list-style-type: none"> • Information to consider: <ul style="list-style-type: none"> ○ Market analysis or feasibility study ○ Existing structure and previous uses report ○ Known environmental and/or contamination conditions ○ Soil conditions ○ Natural features map ○ GIS information including site location, street maps and utility locations. • The steering committee identifies community advocates for the project.

Evaluation Criteria	Expectations
A public visioning session is held for the prioritized redevelopment sites.	<ul style="list-style-type: none"> • A public visioning session(s) is conducted following the community's public participation plan. • A written vision statement, including desired development outcomes and specific development criteria is created after the visioning session(s).
Available resources for the prioritized redevelopment sites are identified.	<ul style="list-style-type: none"> • The community determines the level of support it will give to a project depending on what desired development outcomes and criteria are met. • The community gathers financial support from other partners for projects including: <ul style="list-style-type: none"> ○ Development Authorities ○ Chamber of Commerce ○ Land Bank ○ Private Funders ○ State Agencies ○ Others
A "Property Information Package" for the prioritized redevelopment site(s) is assembled.	<ul style="list-style-type: none"> • The "Property Information Package" includes or identifies: <ul style="list-style-type: none"> ○ Vision statement and any specific required development criteria ○ Property survey ○ GIS information including site location and street maps ○ Water, sewer, broadband and other utility locations, capacities, and contact information ○ Property tax assessment information ○ Current or future zoning ○ Deed restrictions ○ Existing building condition report ○ Previous uses ○ Traffic studies ○ Known environmental and/or contamination conditions ○ Soil conditions and natural features map ○ Current property owner ○ Market analysis or feasibility study results ○ Demographic data, at community and block group levels ○ Available financial incentives
Prioritized redevelopment sites are actively marketed.	<ul style="list-style-type: none"> • The marketing plan developed by the steering committee is followed. • The "Property Information Package(s)" are accessible online.

6.1 – Economic Development Strategy

This best practice assesses what goals and actions a community has identified to assist in strengthening its overall economic health.

Today, economic development means more than business attraction and retention. While business development is a core value, a community needs to include community development and talent in the overall equation for economic success. The goal of the economic development strategy is to provide initiatives and methods that will encourage diversity of the region’s economic base, tap into opportunities for economic expansion, and help to create a sustainable, vibrant community.

Evaluation Criteria	Expectations
<p>The governing body has approved an economic development strategy.</p>	<ul style="list-style-type: none"> • The economic development strategy is part of the master plan or a separate document. • The economic development strategy connects to the master plan and capital improvement plan. • The economic development strategy identifies the unique economic opportunities and challenges of the community. • The economic development strategy identifies a 2-5 year timeline that includes priority economic development projects and implementation benchmarks. • The economic development strategy identifies the primary economic development tools the community is willing to use and negotiate. • The community demonstrates it has attempted to hit the stated benchmarks and annually reports on its progress. • The economic development strategy coordinates with a regional economic development strategy, if applicable. • The economic development strategy is accessible online.
<p>The governing body annually reviews the economic development strategy.</p>	<ul style="list-style-type: none"> • The annual budget coordinates with the economic development strategy. • The community annually reports on economic development strategy benchmarks and amends the strategy as needed.

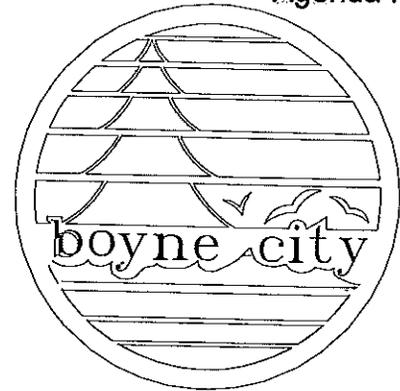
6.2 – Marketing and Promotion

This best practice assesses how a community promotes and markets itself to create community pride and increase investor confidence. It also evaluates the ease of locating pertinent planning, zoning, and economic development documents on the community’s website.

Evaluation Criteria	Expectations
<p>The community has developed a marketing strategy.</p>	<ul style="list-style-type: none"> • The marketing strategy identifies marketing opportunities and specific strategies to attract businesses, consumers and real estate development to the community. • The marketing strategy objectives strive to create or strengthen an image for the community, heighten awareness about the community, and attract and retain businesses. • The marketing strategy includes specific approaches to market the community’s prioritized redevelopment sites. • The marketing strategy is accessible online.
<p>The community has an updated, user friendly municipal website.</p>	<ul style="list-style-type: none"> • The community’s website is easy to navigate and find information. • The community’s redevelopment information is grouped together. • The community’s website contains or links to the following information: <ul style="list-style-type: none"> ○ Master plan and amendments ○ Capital improvement plan ○ Downtown development plan, if applicable ○ Corridor improvement plan, if applicable ○ Zoning ordinance ○ All components listed in the “Guide to Development” ○ Board and commission applications ○ Prioritized list of redevelopment sites ○ “Property Information Packages” for the identified priority redevelopment site(s) ○ Economic development strategy ○ Marketing strategy

CITY OF BOYNE CITY

To: Michael Cain, City Manager 
From: Scott McPherson, Planning Director
Date: January 22, 2013
Subject: 2013 Planning Report



As required by the Michigan Planning Enabling Act, the attached annual Planning report has been prepared and is being submitted to the City Commission. No official action on the report is required by the Commission.



City of Boyne City
2012
Planning and Zoning
Report

Conditional Use and Development Plan Reviews.

1 Water Street

An application for conditional rezoning and development plan review was submitted by Mansfield and Associates for the parcel located at 1 Water Street owned by Catt Land Investments LLC. In 2009 a conditional use and development plan was approved for a mixed use development that included marina facilities, retail, restaurant, and 37 unit hotel condominium that included 20 single room units and 17 units with full kitchens and dining rooms. Since the 2009 approval the marina, retail, office and restaurant components of the project were completed, however due to changes in the housing market the approved residential portion of the project became unfeasible. The proposed plan replaced the approved 37 unit hotel with 13 detached resort cottage structures. The ground floor of the structures consist of motel units designed for short term transient occupancy and have only a bedroom and bathroom. It is anticipated that 3 of the ground floor units will be used for commercial uses however, this could fluctuate depending on market demand. One unit would be dedicated as a bathroom and shower facility for marina users. The second and third floors would contain 15 two bedroom units intended to be used as vacation rentals that could be used for short term or long term occupancy. As the proposed plan was a conditional rezoning approval by the City Commission was required. The conditional rezoning was approved by the City Commission on July 24th the Planning Commission gave site plan approval for the project on July 30th. In November the planning commission reviewed and approved architectural plans for units 8 and 9 with anticipated start of construction in April 2013.

209 S Lake Street

In 1996 the Boyne City Planning Commission approved a site plan for 209 S Lake Street for construction of a 42' x 96' 2 story commercial building. Boyne Valley Printing was located in the ground floor of the building and 4 apartments were constructed in the 2nd story of the building. Since that time the ground floor of the building has changed uses and it is now occupied by Dunigan's Antiques and Collectibles. Prior to the site plan approval by the planning commission the zoning board of appeals made a determination that 17 parking spaces would be adequate for the use. When looking at the site, it appears a maximum of 13 cars could be parked in the parking lot. It is my guess that a calculation was made at the time using a parking space width of 8 feet to calculate the amount of available parking to arrive at the 17 spaces. With the consent of Dr. Kirkby, a proposal for the site plan amendment was initiated by the City Main Street Program. The proposed amendment requested that the Planning Commission rescind the 1996 condition that combined the parking lot with the building at 209 Lake Street. The Planning Commission approved the request as the separated parking was seen to provide significant benefits to the City and may provide future opportunities for the City to address downtown parking needs. While there may be concerns about eliminating parking requirement for this uses, in reality very little will change. As the property is basically used as a public parking lot, the parking lot will continue to be used in the same way. Some additional maintenance is required but this is minimal additional obligations. The property is currently adjacent to an alley and an easement that is maintained and plowed by the City

Water Street Center and 310 S Lake St

In October Y&T Properties owned by Gale Neff submitted a request to amend the previously approved development plan for the Water Street Mall. Mr. Neff proposed to sell a 20' x 165' portion of the parking lot to the adjacent property located at 310 S Lake Street owned Ken Kruzel. At that time the Planning Commission tabled the request pending additional information and details on what would happen to the property after it was transferred to Mr. Kruzel. In December of 2011 Mr. Kruzel received approval from the Planning Commission for two additional residential units for his building for a total 5 dwelling units. The units are comprised of three 1 bedroom units and two 2 bedroom units. The total parking required for the proposal was 9 spaces. In 1988 a variance for the property was approved that stipulated 8 parking spaces needed to be provided for the property. The Planning Commission waived the one additional parking space and approved the request. Mr. Kruzel reconsidered his plan and in December Of 2012 submitted a site plan requesting approval of two additional 2 bedroom units. The building would now contain four 2 bedroom units and three 1 bedroom units. As each 2 bedroom unit requires 2 parking spaces this proposal would require 4 additional parking spaces. As previously discussed, Mr. Kruzel is proposed to purchase a 20'x 165' portion of the adjacent property that has a total of 14 parking spaces. After reviewing the proposed changes to the Water Street Center and 310 S Lake Street properties the Commission approved an amendment to each development plan. The approved plan for the Water Street Mall reduces the lot by 3,300 square feet and reduce the amount of parking for the Water Street Mall by 14 spaces from 55 to 41 total spaces and increases Mr. Kruzel's property by the same. The property will be maintained as parking spaces but the use may be restricted to the owners and tenants of Mr. Kruzel's building. No other improvements or proposals for the transferred property have were submitted or approved. The approved site plan amendment for Mr. Kruzel increased the total number of dwelling units from 5 to 7 and increased the parking for the property to a total of 14 spaces.

BC Provisions

The Boyne Country Provision located at 127 Water Street requested approval to change the façade of their existing store and to expand the existing building. The proposed changes included the addition of windows and a door to create a store front for the building on the Water Street side and the addition of windows and a improved door on Park Street side. The façade of the existing building was replaced with brick veneer and with 24' inch limestone base, 8" limestone accent band and brick columns on the corners and bracketing the doors on Park Street. The expansion added 29' to the north of the building. Decorative wall sconce lighting fixtures will be placed on the all the columns and 5 wall mounted down lights will placed between the windows on the park street side. Gooseneck light fixture was installed to illuminate the signage that will be placed over the doors on each entrance.

Park Street

The Planning Commission reviewed the all the proposed configurations for the reconstruction of Park Street and made a recommendation to the City Commission

Kirtland Products

In November of 2008 the Planning Commission reviewed the application from Kirtland Products LLC. for a conditional use and development plan approval to manufacture wood fuel pellets at 1 Altair Drive. At that meeting the Planning Commission decided three issues. The first issue was a finding that the production of wood pellets could be allowed as a conditional use in the Planned Industrial District (PID). In accordance with the requirements of Boyne City Zoning Ordinance (BCZO) section 14.30(O), a finding was made that the proposed use was similar to allowed uses in the district and the proposed use was classified as a conditional use. As a conditional use it is subject to a stricter level of review and the applicant needs to show that any potential adverse impacts of the use would be addressed and conditions may be attached to the approval to mitigate any adverse impacts. The Planning Commission then reviewed the application and the conditional use requirements of BCZO section 2.70 and made a determination that the use as proposed could meet the requirements for a conditional use provided the submittal and approval of a final development plan. The Planning Commission then reviewed the submitted preliminary development plan and approved the preliminary development plan with conditions. In November 2009 a final development plan was submitted to the Planning Commission and the plan was approved with conditions. In 2010 an application to amend the approved development plan was submitted and the proposed amendments to the plan were approved by the Planning Commission.

After starting production in the fall of 2011 it was quickly apparent that the noise produced by the plant exceeded the expected levels and Kirtland did not appear to be in compliance with the conditional use permit. The City received many complaints from surrounding citizens and while the majority of the complaints concerned the noise, complaints regarding the size of the plume, odor, smoke and dust were also received. Kirtland representatives quickly acknowledged the fact that the noise produced by the plant exceeded their expectations and implemented measures to reduce the noise with limited effect. In February of 2012 the citizens committee was formed and the EDC/LDFA agreed to provide funding for a consultant to review the noise and emission issues. At first the City sought a consultant that could analyze both the noise and emission issues. However, after receiving only a limited amount of interest in the RFP, and recognizing the fact that much of the emission testing would be duplicated later by testing required by the DEQ, it was determined that the tasks should be separated with the assessment of the noise completed first. While an emissions consultant has not been retained, the citizen committee did submit a list of questions to the DEQ and requested additional emission modeling be completed. Stack testing of the emissions was completed in September 2012 and the data was delivered to the DEQ in January 2013. At the time of the preparation of this report a determination from the DEQ in regards to compliance has not been completed.

Resource Systems Group (RSG) was hired to measure sound from the plant, identify the noise sources and make recommendations for mitigation. On July 9, 2012 the completed noise study was provided to the City. The RSG report shows that at all of the monitored locations within the City limits the noise levels were higher during operation of the

Kirtland plant than the background sound levels. Depending on the location, the operational sound levels ranged from 5 to 13 dB higher than the background levels.

The study also included 3 mitigation recommendations. The recommendations included the remediation of a system back pressure issue that was believed to be causing the pulsating effect of the noise, the enclosure of several pieces of outdoor equipment that was believed to be the largest producer of noise, and the implementation of various mitigation recommendations for intermittent noise sources in and around the plant.

After the study was completed a special meeting of the City Commission was held at the Senior Center and the study was explained and reviewed with Eddie Duncan from RSG. After that meeting Kirtland engaged the Kodiak group to assist them with the identification and mitigation of the back pressure issue. While it did appear that the work did change the character of the noise, the plant was still clearly audible and the City continued to receive complaints.

At the August 14th City Commission meeting the Commission recommended that the Planning Commission review the Kirtland conditional use permit. On September 17, 2012 the Planning Commission held a public hearing and made a finding that Kirtland Products was not in compliance with the approved conditional use permit. While the planning commission did make a finding of noncompliance, it did not make the finding a final decision and did not formally terminate the permit. The Planning Commission continued to work with Kirtland Products over the next several months in an attempt to find resolution to the issues. It is anticipated that Kirtland Products will submit a plan to the Planning Commission for the construction of sound mitigation enclosures around 3 pieces of the outdoor equipment. Kirtland has indicated that they would engage RSG to complete an analysis of the enclosures to identify the amount of noise reduction that can be expected upon completion.

Ordinances

Planning Commission Ordinance

In January the Planning Commission reviewed a final draft of a new planning commission ordinance and was submitted to the City Commission and was adopted on February 28th and became effective March 15th.

Chicken Ordinance

Several residents approached the Planning Commission and requested that the Commission investigate the possibility of adopting an ordinance that would allow for chickens within the City. The planning Commission agreed to put the issue on the agenda for review and discussion. In December the Commission discussed possible impacts and reviewed ordinances and directed staff to develop a draft ordinance for further consideration. An ordinance allowing the keeping and raising of chickens within the residential areas of the City was drafted and recommended for approval by the Planning Commission. The Ordinance was submitted to the City Commission for their review and consideration. The proposed amendments were adopted by the Commission on May 8, 2012 and became effective on May 23, 2012.

Storm water Ordinance

A draft storm water Ordinance which was developed by Charlevoix County was distributed to all the municipalities in the County for review and consideration for adoption. The Ordinance which has been under review by County and municipal attorneys for the past few years was initially submitted to the City in 2010 for review. At that time the draft was reviewed by staff and by C2AE and it was determined the regulations as proposed could have a negative effect on future City projects. The Planning Commission reviewed the ordinance and recommended adoption. The Ordinance was submitted to the City Commission for a first reading in and after review and discussion it was determined by the Commission not to move forward with the Ordinance and it was not scheduled for a second reading.

Lot Reconfiguration Ordinance

In 1998 the State of Michigan passed the Land Division Act which established the requirement of municipal review and approval prior to the division of any lands in the State. The act does not stipulate the method of review or who the approving authority needs to be, only that the approval must be completed in 45 days. To establish a procedure for reviewing lot divisions and reconfigurations in accordance with the Land Division Act the City adopted the Lot Configuration and Adjustment ordinance in 2001. The Ordinance put in place a review and approval procedure that requires a review of proposed lot splits or reconfigurations by the zoning administrator and the Planning Commission prior to the final approval by the City Commission.

After reviewing with the Planning Commission the issues staff had with the existing lot configuration ordinance the Planning Commission concurred with the staff recommendation that the existing ordinance should be amended to simplify the approval process by eliminating the requirement for review and approval by the City Commission and Planning Commission and make the process a administrative review completed by the Planning Director. A draft Ordinance was developed by the Planning Commission and recommended for approval and the ordinance was submitted to the City Commission for review and consideration. The proposed amendments were adopted by the Commission on October 9, 2012 and became effective on October 24, 2012.

Other Projects and Reviews

Promoting Active communities Assessment

In cooperation with Jim Harrington of the Northeast Michigan Health Department the Planning Department completed the Promoting Active Communities Assessment . The PAC assessment allows communities to evaluate themselves on how well they facilitate and encourage residents to be physically active. It involves completing a comprehensible evaluation of the community by answering questions about the community on the online, interactive Promoting Active Communities assessment website.

Training

Planners Moments

In 2012 the Northwest Michigan Council of Governments in partnership with MSU extension again offered Planning Moments training series. Each month a 15 minute video is provided to the Planning Commission offering training from area experts on current planning topics. This years topics included training on way finding, signs, grant applications, streetscapes, urban agriculture, and restrictions on zoning authority.

Michigan Association of Planning Conference

Training sessions at the annual planning conference held in Traverse City were attended by the Planning Director Scott McPherson and Planning Commission Chair Jane Mackenzie.

Membership of Boards and Commissions

Planning Commission

In May the City Commission reappointed George Ellwanger and Chris Franz, to the planning commission for an additional 3 year term expiring May 31, 2015 and to appoint Tom Neidhamer as the City Commission Representative to the Planning Commission for a term concurrent with his elected term of office.

Zoning Board of Appeals

In August Jon McLory and Lynn Murray were reappointed to the Zoning Board of Appeals for a 3 year term ending September 1, 2015.

Two variance requests reviewed, one variance request was approved and one was denied.

With the appointments to the Planning Commission and the Zoning Board of Appeals both boards have the required number of members, although two alternates for the zoning board of appeals are vacant.

GIS Development and Support

As part of its mission the Planning Department continues to develop, maintain, and archive all City GIS data and provide GIS support and services to all City departments.. In addition to providing GIS support to all City departments, the Planning Department was involved in several specific GIS projects over the past year.

Street Lighting Inventory

Consumers Energy completed a street light audit for the City. A report on their findings was submitted back to the City and a hard copy map was provided showing the location and type of all Consumers Energy Street lights throughout the City. This information was scanned and digitized and for use in the City GIS system.

FEMA Flood Map Modernization

Over the past several years FEMA has been in the process of updating the FIRM maps for Charlevoix County. In January of 2011 draft FRIM maps were provided to the all the municipalities in Charlevoix County with the intention of starting the adoption process in the summer of 2011, however the funding cycle for the project expired and the adoption process was delayed. Funding for the project was restored in 2012 and FEMA has notified all the municipalities that they are now proceeding with the planned map updates. The next step in the process is a 90 appeal period that began on October 25th. Any property owner may appeal the proposed delineations but they must be able to show, and have supporting data, that the determinations are scientifically or technically incorrect. Hard copies of the maps are available in the planning office and digital copies are also available for review online at: <http://www.starr-team.com/starr/RegionalWorkspaces/RegionV/CharlevoixCoMI/SitePagesHome.apx>. After the appeal period is over, the City will need to adopt the updated maps to remain the qualified for participation in the National Flood Insurance Rate Program. In the City of Boyne City there are 33 NFIP policies that total \$2,335,000 in coverage.

As-Built updates

Maintain and archive as-built files for infrastructure completed over the past year and the GIS infrastructure data layers that been updated to reflect the improvements over the past year are Park Street and Hannah Street.

2012 Aerials

In cooperation in the County GIS/Planning Department the City has obtained updated aerial orthoimagery for the City. The imagery was taken in the spring of 2012.



Grants Activities

Certified Local Government

Assisted with the Certified Local Government grant from the State Historic Preservation Office for the application for National Register of Historic Places listing of the downtown as a district.

Placemaking Grant

Prepared and submitted grant application to the Northwest Michigan Council of Governments Placemaking Micro-grants Program to install bicycle racks designed as in various locations around downtown Boyne.

FEMA EMS Grant

In collaboration with John Lamont assisted with grant application and submission for a new ambulance from the Federal Emergency Management Agency (FEMA, under the Assistance to Firefighters Grant Program).

Main Street Liaison

Attended the monthly Boyne City Main Street/DDA Board meetings and attended the monthly Main Street Design Committee meetings

Department Staffing

On August 31, 2012 assistant planner Shannon McMaster resigned his position. The need for the position was reviewed with the Township Partners and it was determined that the position should be maintained. The City received 24 applications for the position and offered interviews to 5 candidates. Leslie Meyers was hired she started work on December 19, 2012.

Township Partners

The City continues its contractual relationship with Evangeline and Wilson Townships to provide planning and zoning services. This relationship has not only proven to be economically efficient but also has the added benefit increasing communication and cooperation between the municipalities. While each unit of government maintains its autonomy with its own zoning ordinances and master plans, the working relationship between them helps the municipalities mesh their land use goals. It is expected that Boyne City will continue to provide planning and zoning services to the townships in 2013.

Enforcement

Devlon

In regards to the open storage of discarded building materials Devlon was given 30 days to remedy the violation and after failing to correct the violation a citation was issued on June 20, 2011. A formal hearing at District court was requested and the hearing was held September 1, 2011. At the hearing Judge May ruled that Devlon was in violation of the zoning ordinance and stipulated that the site must be cleaned up within 60 days however,

the decision was stayed pending the determination by the Circuit Court on the appeal of the ZBA determination. In that appeal the court also ruled in the favor of the City. At that time the decision was stayed pending appeal to the State Court of Appeals and stipulated order was agreed to that provided Devlon would remove the concrete rubble pile and other derbies prior to May 20, 2012, provided the City did oppose Devlon's Brownfield efforts. In May Devlon began work to remove the rubble pile as required and finished the work on May 22nd. On November 2, 2012, Devlon's request for appeal was denied.

Kirtland

While no specific enforcement action has been taken in regards to Kirtland Products the planning department has spent considerable time responding to complaints in connection with the plant. Over the past year the Planning Department has had over a hundred contacts with residents and concerned parties through emails, phone calls and in person contacts and numerous site inspections have been completed to monitor and document the impacts of the plant.

Enforcement Activity Jan-Dec 2012

Complaints Received	25
Site Inspections	212
Enforcement Letters Sent	75
Phone Contacts	48
In Person Contacts	39
No Violation Noted	7

Enforcement Issues

Dilapidated Structure	2
Junk Cars	12
Junk/Trash	14
Miscellaneous	13
Permit Violation	5
Signs	27
Weeds	38
Yard Sale Signs	27
Total	138

Yard Signs

Signs for 27 yard sales were observed in Rights-of-Way throughout the city. The three most common locations were: the corner of State St. and East St.; the corner of Division St. and Pleasant St.; the corner of Division St. and Boyne Ave. Most sales posted multiple signs. The practice of visiting the sale locations and talking with residents resulted in satisfactory compliance, and no follow-up letters were required. *Remove and dispose* remains the practice for signs without an identifiable sale location, and for sign posted in City rights-of-way for sales outside of City limits.

2012 Zoning Permits

Accessory Buildings	9
Additions	19
Amended Site Plan	3
Commercial Addition	3
New Commercial	1
New Dwellings	3
Total	38

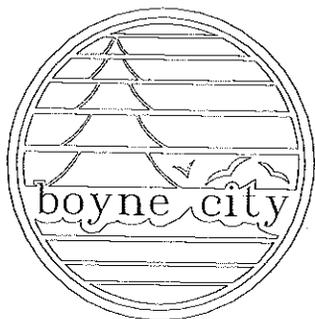
Permit Fees Collected: \$2,050

Total Project Value: \$1,185,780

2012 Sign Permits

Permanent Signs	9
Sidewalk Signs	3
Commercial Temporary	5
Community Event Banner	12
Total	29

Total Fees Collected: \$650



CITY OF BOYNE CITY

MEMO

To: Michael Cain, City Manager *Mc*

From: Barb Brooks, Executive Assistant/Harbormaster *BB*

Date: January 18, 2013

Subject: One Water Marina Proposal for 2013

After what I feel has been three successful seasons operating the One Water Marina with this last season, I believe it would be advantageous to the City to operate the marina for an additional season. I have spoken with Glen Catt and he agrees that the relationship has worked well and is would like the City to operate and manage the One Water Marina for the 2013 boating season. The City also rented on behalf of Mr. Greg Krueger two out of the three slips he owns at the One Water Marina. Mr. Krueger has not at this time indicated whether it is his intent to include them in the rental pool for the 2013 season.

Overall revenue as up a little from 2011; however, there was an increase in some of the expenses to make the net profit slightly lower than last year.

All parties involved feel the One Water Marina partnership has been successful in several ways.

- There was an overall net profit of \$12,218.98 with the City's portion of that equaling \$7,241.99 in revenue (financial statements attached).
- The City was able to accommodate more seasonal and transient boaters throughout the summer.
- It provided additional day dockage / shoppers' dockage to numerous boaters of all sizes as the City's shoppers' dock has a very limited capacity.
- It brought additional people into our downtown shops and restaurants
- It provided great assistance to the Boyne Thunder event (allowing the to increase the number of participants)
- It provided exposure to the One Water Development and its' tenants.
- Positive PR for Boyne City
- We were able to bring back all of our seasonal employees wishing to return

I believe the word is out that Boyne City has additional dockage and can accommodate larger vessels and we continue to have the potential to bring in even more boaters, both seasonal and transient and more spending dollars into the downtown and to the City's marina budget. The marina staff was able to creatively manage the City marina, boat launch and the One Water marina without any of the facilities being overlooked.

Recommendation: to update and renew the operating agreement for the One Water Marina with Catt Development and Mr. Krueger (if the opportunity presents itself) for the 2013 boating season, and authorize the City Manager to sign the agreement on the City's behalf.

Other Options:

- Refer back to staff for more information
- Do not enter into an operating agreement with either party
- Other options brought forth by the Commission

2012 ONE WATER MARINA FINANCIAL REPORT

	May, 2012	June, 2012	July, 2012	Aug, 2012	Sept, 2012	Oct, 2012	TOTAL
<u>REVENUES</u>							
Water Street Marina	\$7,159.01	\$1,785.20	\$7,692.90	\$3,193.67	\$1,241.00	\$0.00	\$21,071.78
<u>EXPENDITURES</u>							
Salaries	\$105.88	\$496.63	\$2,455.53	\$1,471.76	\$615.00	\$231.63	\$5,376.43
Supplies/Weed Control	\$0.00	\$35.03	\$75.56	\$7.19			\$117.78
City Liability Insurance	\$37.33	\$37.33	\$37.33	\$37.33	\$37.33	\$37.35	\$224.00
Restroom Rental	\$300.00	\$650.00	\$650.00	\$600.00	\$300.00	\$53.60	\$2,553.60
Utilities - Electric (May-Oct)	\$29.15	\$297.23	\$264.82	\$191.90	\$83.29	\$33.52	\$899.91
Utilities - Water (May-Oct)	\$40.00	\$54.02	\$54.02	\$54.02	\$54.02	\$40.00	\$296.08
1 Water Liability Insurance	\$46.50	\$46.50	\$46.50	\$46.50	\$46.50	\$46.50	\$279.00
TOTALS	\$558.86	\$1,616.74	\$3,583.76	\$2,408.70	\$1,136.14	\$442.60	\$9,746.80
PROFIT / LOSS	\$6,600.15	\$168.46	\$4,109.14	\$784.97	\$104.86	-\$442.60	\$11,324.98

One Water Marina/Integrity Land Company

\$4,529.99

City of Boyne City

\$6,794.99

One Water Marina
Krueger slips 8 9
2012 Season End Report

	May	June	July	August	September	TOTAL
<u>REVENUES</u>						
Slip Rentals	\$198.00	\$162.00	\$228.00	\$201.00	\$105.00	\$894.00
<u>EXPENDITURES</u>						
Amount due to Greg Krueger						\$447.00

ACCOUNT BALANCE

\$447.00



City of Boyne City

MEMO

Agenda Item 9D

Date: January 18, 2013
To: Mayor Grunch and the Boyne City City Commission
From: Michael Cain, City Manager *Mc*
Subject: City Facilities Update

As I'm sure the Commission will recall that we set aside a million dollars in our current budget for improvements to our City facilities. In June of last year the City Commission authorized me to seek out design service bids to help flesh out concept and costs for such improvements. A copy of my memo on that matter and the minutes from that portion of that meeting are attached. I believe the points I raised in that earlier memo still apply.

Subsequent to that we applied to a new state grant program that could have provided many of the services we needed while possibly opening up new sources of funding to help implement resulting projects. We applied for the grant but were unsuccessful.

Recently I have been working to get the earlier June project back on track (reviewing master and site plans, meeting with possible firms, etc.). An issue that keeps arising is where to place the different facilities, specifically should all of the facilities be placed here on our current site. The most common idea I hear is the one probably most discussed previously, moving the DPW off this site to North Boyne. The previous direction I received was to develop plans and costs to see if viable plans for putting everything on this site could be developed, which would then be reviewed for input and feedback from the community.

Obviously if there is a fundamental change in the earlier direction I received, it would be helpful to know that before proceeding further down that path. However, I still believe the June path is a viable one and should be pursued.

RECOMMENDATION: That the City Commission discuss this matter and if they are still comfortable with the earlier June motion, then that will continue to be pursued and no further action is necessary at this time.

Options:

- Reopen the issue of the future location of City facilities and revisit the pros and cons of various sites (I would suggest this as an agenda item for our next meeting)
- Other options as suggested by the City Commission.



City of Boyne City

Agenda Item 9G

MEMO

Date: June 8, 2012
To: Mayor Grunch and the Boyne City City Commission
From: Michael Cain, City Manager *Mc*
Subject: City Facilities

One of the City's top goals for some time has been to improve the City complex that currently contains the City Offices, Police Department, Fire Department, and Department of Public Works. The Water/Wastewater Department, Ambulance/EMS Department and our seasonal Marina operations are currently offsite.

Over time, between studies and discussions, the general consensus has been to consolidate our operations here on our existing site while adding some off season equipment storage facilities mainly for public works equipment at the existing North Boyne Yard site.

Last fall we conducted soil borings around this site. The results of these samples confirm that it is possible to build or expand onsite, although some soil stabilization efforts may be necessary.

This spring in our new budget one million dollars was set aside out of City reserves (fund balance) to be used towards improvements on this site.

The area I have struggled with most on this matter is financial. To replace all of the facilities currently located on this site was estimated to exceed five million dollars in 2007. Without going into debt or adding a new millage on our tax payers, we do not have the funds available to do all that some would like to see done. I have not detected from our citizens a desire for either the additional debt or a new millage to fund this project; other projects maybe, but not for new City facilities. That is why I have proposed moving forward in a phased approach reusing our existing facilities as much as possible.

Based on our discussions up to this point I believe it makes the most sense to look at an expansion that brings our ambulance/EMS operations back to this site and also reuses existing space in City Hall to better meet the current needs of our City Office, Police Department and EMS/Ambulance staffs while positioning ourselves to better meet the needs of our Fire Department and Department of Public Works personnel.

In order to do this I would like to go out for bids to retain professional services that can assist us in fleshing out our concepts and options and developing realistic cost and payback analysis. I would expect such a bidding process to realistically take between 60 and 90 days given all the other activities and projects the City is currently undertaking.

The Commission has previously discussed having further discussions with the public on this matter as we went along. While that was done to some degree with the January Goal Setting Session and the February Joint Board and Commission meeting I continue to believe that further public input would be helpful. I would suggest that we schedule a public hearing on this matter to take place at the same time the design service bids are presented to the City Commission. That would provide for timely public input with more specifics prior to any additional significant dollars being spent on this matter.

RECOMMENDATION: That the City Commission authorize City staff to secure bids for city facility design services as outlined above and coordinate a public hearing to be held on the matter of City Facilities at the time of the bids presentation to the City Commission, estimated to be in 60 to 90 days.

Options:

-Postpone for further consideration or information.

-Other action or details as determined as appropriate by the City Commission.

City to reconsider changing the existing ordinance to allow the serving of alcohol in outdoor eating areas which are located on the public sidewalk. Prior to this request, Mary Palmer of Magnum submitted an application to the City Planning Department for a permit to have an outdoor eating area with alcohol at Café Sante. Outdoor eating areas, without alcoholic beverages are allowed in the Central Business District as per the Boyne City Zoning Ordinance section 10.20(Q). A permit could not be issued to Café Sante because they requested to serve alcohol in a public area and because the property is located in the Waterfront Marina District and outdoor eating areas on the public sidewalk are only allowed in the Central Business District.

City staff has done some preliminary research on communities that do allow alcohol in the outdoor eating areas and found that there are several ways this can be regulated. The use can be regulated as a use under the zoning ordinance or it can be regulated by adopting a stand alone ordinance.

Staff Comments: Hugh Conklin stated that the Main Street board is in favor of this proposal.

Citizens Comments: Mary Palmer of Magnum Hospitality spoke regarding her request and the desire to have the City Commission revisit the City ordinance forbidding service of alcohol on City sidewalks.

Board Deliberation: Commissioner Sansom said she doesn't like the idea of serving alcohol on the sidewalks. Commissioner Gaylord asked Interim Police Chief Craig Remsberg for his input and Officer Remsberg stated that if the Commission decides to move forward, there should be a standard ordinance. City Manger Cain asked if this is something the Commission wants staff to work on. Commissioner Gaylord said he thinks we should pursue this. Mayor Pro-Tem Towne said he has already received calls from citizens that are against this. Commissioner Neidhamer said that outside dining is very prominent in downtown resort towns. He would also like to pursue this. We have the talents to regulate it and it is a short season. Commissioner Sansom said a lot of people don't want to expose their children to adults drinking alcohol. Mayor Grunch said Boyne City has become a restaurant destination and whatever we can do to enhance it and have full control over it. He added that he also thinks it should be further explored.

MOTION

2012-06-088
Moved by Neidhamer
Second by Gaylord

To review the Boyne City Zoning Ordinance Section 10.20(Q) regarding the allowance of alcohol service on sidewalks in the Central Business District approve to explore changes to the existing policy

Ayes: 4
Nays: 1, Mayor Pro-Tem Towne
Absent: 0
Motion carried

Facilities Discussion

City Manager Cain discussed the goal of improving the City Hall Complex that currently contains the City offices, Police Department, Fire Department

and the Department of Public Works. Over time, the general consensus has been to consolidate our operations here on our existing site while adding some off season equipment storage facilities mainly for public works equipment at the existing North Boyne Yard site. Last fall we conducted soil borings around our site. The results of these samples confirm that it is possible to build or expand onsite, although some soil stabilization efforts may be necessary.

One million dollars has been set aside out of City reserves in the current year's budget to be used towards improvements on this site. To replace all of the facilities currently located on this site, was estimated to exceed five million dollars in 2007. Without going into debt or adding a new millage, we do not have the funds available to do all that some would like to see done. A phased approach reusing our existing facilities as much as possible is being proposed while moving forward. Based on discussions to this point, it makes most sense to look at an expansion that brings our ambulance / EMS operation back to this site and also reuses existing space in City Hall to better meet the current needs of our City office, Police Department and EMS / Ambulance staffs while positioning ourselves to better meet the needs of our Fire Department and DPW personnel.

City Manager Cain added that in order to do so, he is recommending that we go out for bids to retain professional services that can assist us in our concepts and options and developing realistic cost and payback analysis. He also suggested that we schedule a public hearing on this matter to take place at the same time the design service bids are presented to the City Commission. This would provide for timely public input with more specifics prior to any significant dollars being spent on this matter.

Citizens Comments: None

Staff Comments: None

Board Deliberation: Commissioner Neidhamer said he agrees with the recommendation to get professional help. We can't spend five million but we are ready to spend the one million we have set aside. It is time to see what the one million will get us. Mayor Pro-Tem Towne said we should move forward and it should be done in phases. We have the funds but it doesn't mean we need to spend it all at once. Commissioner Gaylord said we should consider looking at several different options. It would serve us well to have as much input as possible. # 1 is financially, #2 is that this is to ultimately serve the citizens of Boyne City. There are geniuses in more than one office. Mayor Grunch said to add points as a possible prize for the best design. Commissioner Samson said to look long term and then do it well.

MOTION

2012-06-089
Moved by Grunch
Second by Sansom

To approve to authorize City staff to secure bids for city facility design services as outlined and coordinate a public hearing to be held on the matter of City Facilities at the time of the bids presentation to the City Commission estimated to be in 60 or 90 days.

January 2013

January 2013							February 2013						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5							
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28		

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
	January 1, 2013	2	3	4	5
	City Offices Closed				
	New Years Day				
					6
7	8	9	10	11	12
	7:00pm City Commission		8:30am Main Street Board mtg.		
					13
14	15	16	17	18	19
12:00pm EDC/LDFA					
4:00pm Main Street Meeting					20
21	22	23	24	25	26
Martin Luther King Day (United St	12:00pm City Commission		5:30pm Airport Advisory Board		
5:00pm Planning Commission					27
28	29	30	31		
6:00pm County Wide Summit/Senior Center					

February 2013

February 2013							March 2013						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
3	4	5	6	7	8	9	3	4	5	6	7	8	9
10	11	12	13	14	15	16	10	11	12	13	14	15	16
17	18	19	20	21	22	23	17	18	19	20	21	22	23
24	25	26	27	28			24	25	26	27	28	29	30
							31						

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
				February 1	2
					3
4	5	6	7	8	9
	5:00pm ZBA		8:30am Main Street Board mtg.		10
11	12	13	14	15	16
	7:00pm City Commission	5:30pm Douglas St. Public Info	Valentine's Day (United States) Winter Tax Due Date		17
18	19	20	21	22	23
President's Day (United States) 5:00pm Planning Commission	7:00pm Historic District				24
25	26	27	28		
	12:00pm City Commission		5:30pm Airport Advisory Board		

March 2013

March 2013							April 2013						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30				
31													

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
				March 1	2
					3
4	5	6	7	8	9
	5:00pm ZBA		8:30am Main Street Board mtg.		10
11	12	13	14	15	16
12:00pm EDC/LDFA	7:00pm City Commission				17
					Saint Patrick's Day (United States)
18	19	20	21	22	23
5:00pm Planning Commission 7:00pm Historical Commission	8:00am Budget Work Session (City Hall)				24
25	26	27	28	29	30
	12:00pm City Commission		5:30pm Airport Advisory Board		9:00am Easter Egg Hunt
					31