



City of Boyne City
Founded 1856

319 N. Lake Street

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AGENDA
BOYNE CITY PLANNING COMMISSION
Monday, January 21, 2013, 5:00 p.m.
Boyne City Hall



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

1. Call to Order
2. Roll Call - Excused Absences
3. Consent Agenda
The purpose of the consent agenda is to expedite business by grouping non-controversial items together to be acted upon by one Commission motion without discussion. Any member of the Commission, staff, or the public may ask that any item(s) on the consent agenda be removed to be addressed immediately following action on the remaining consent agenda items. Such requests will be respected.
 - A. Approval of minutes from the December 19, 2012 Boyne City Planning Commission meeting.
4. Hearing Citizens Present (*Non-Agenda Items*)
5. Reports of Officers, Boards, Standing Committees
6. Unfinished Business
 - A. Kirtland Products follow up
7. New Business
 - A. 2012 Planning Zoning Report
 - B. Resignation of Planning Commissioner John McCahan
8. Staff Report
9. Good of the Order
10. Adjournment – Next Meeting, February 18, 2013

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

An Equal Opportunity Provider and Employer

Hometown Feel, Small Town Appeal

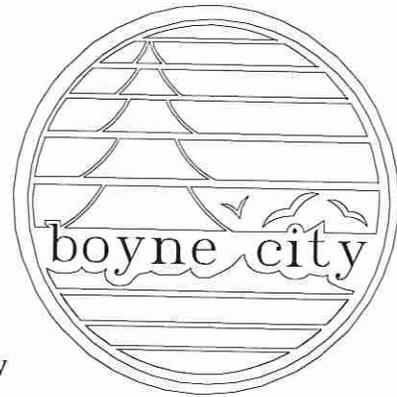
CITY OF BOYNE CITY

To: Chair Jane MacKenzie and fellow Planning Commissioners

From: Scott McPherson, Planning Director

Date: January 21, 2013

Subject: Kirtland Product Conditional Use Permit Review



BACKGROUND

At the December 17, 2012 meeting Kirtland representatives provided the planning commission with 3 different proposals to address the noise issue at the plant. The Planning Commission reviewed all the proposals however determined that none of the proposals were completely satisfactory and directed staff to meet with Kirtland to see if various components of the proposals could be combined to best address the issue. Planning Department staff and representatives from the planning commission met with representatives from Kirtland Products on January 7th and January 14th. As result of those meeting it is being proposed that the sound mitigation effects of the planned enclosures as discussed in proposal 3 be reviewed by Resource Systems Group and the amount of sound reduction be determined. Based on this analysis it can be determined if the proposed work will bring the sound levels down to existing ambient sound levels as measured in the previous RSG study or if addition mitigation is required.

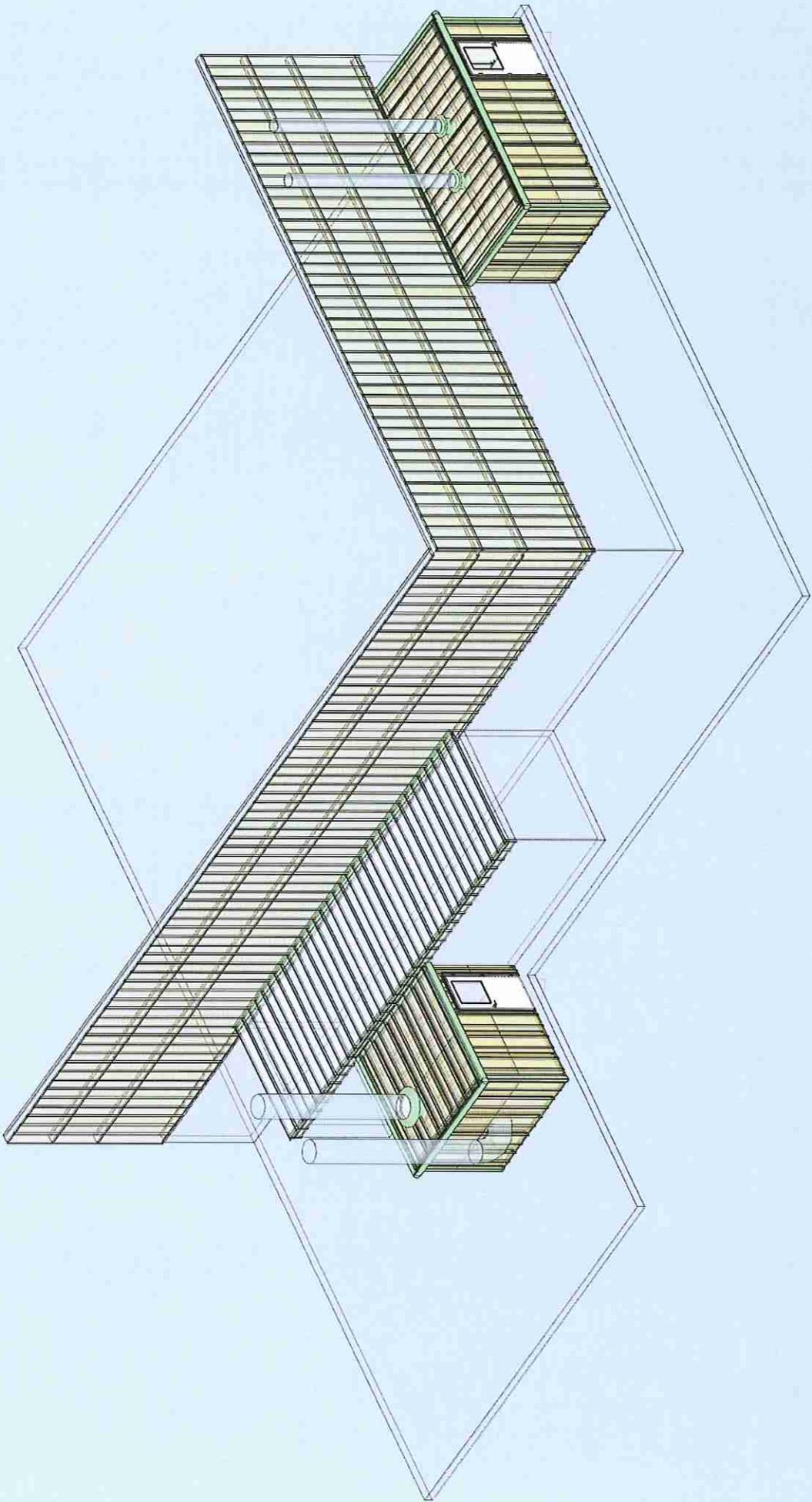
Discussion

Kirtland Products has hired the Kodiak group to design the proposed enclosures and those designs were delivered to Kirtland on January 17th. Kirtland has also contacted Eddie Duncan at RSG and he stated that he will required 1 ½ weeks to conduct his review upon receipt of the drawings.

The stack testing report has been delivered to the Department of Environmental Quality and the City has received a copy of the report. A determination on compliance with the permit has not yet been received from the DEQ.

Recommendation

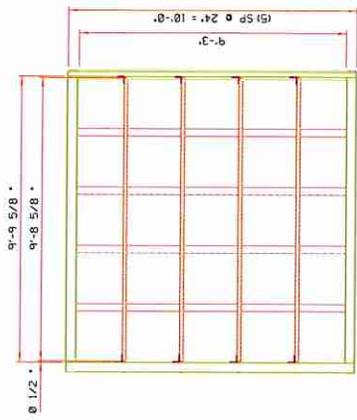
Make determination on proposal and establish next steps.



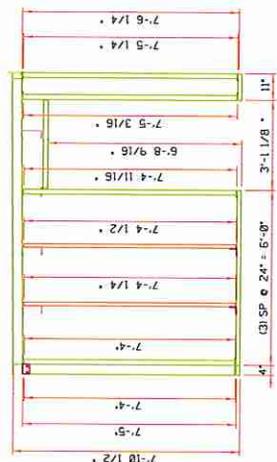
ITEM	QTY	DESCRIPTION	LENGTH (LN)	WIDTH (WD)	THICK (TH)
0	4	MELRODY CEE 8" x 3" x 12" GA	10	0	0
0	2	MELRODY CEE 4" x 2" x 16" GA	7	4	4
0	1	MELRODY CEE 4" x 2" x 16" GA	7	4	11/16
0	2	MELRODY CEE 4" x 2" x 16" GA	7	5	3/16
0	2	MELRODY CEE 4" x 2" x 16" GA	7	5	1/4
0	2	MELRODY CEE 4" x 2" x 16" GA	3	0	1/8
0	2	MELRODY CEE 4" x 2" x 16" GA	10	0	0
0	2	MELRODY CEE 4" x 4" x 16" GA	7	4	4
0	1	MELRODY CEE 4" x 4" x 16" GA	10	0	0
0	8	MELRODY CHANNEL 1 5/8" x 1 7/16" x 16" GA	7	4	4
0	4	MELRODY CHANNEL 1 5/8" x 1 7/16" x 16" GA	7	4	1/4
0	2	MELRODY CHANNEL 1 5/8" x 1 7/16" x 16" GA	7	4	1/2
0	2	MELRODY CHANNEL 1 5/8" x 1 7/16" x 16" GA	7	4	3/4
0	2	MELRODY CHANNEL 1 5/8" x 1 7/16" x 16" GA	7	5	5
0	2	MELRODY CHANNEL 1 5/8" x 1 7/16" x 16" GA	9	8	5/8
0	2	MELRODY O.S. CORNER	8	0	0
0	1	MELRODY HEAD TRIM	4	0	0
0	2	MELRODY JAMB TRIM	7	0	0
0	1	MELRODY EAVE TRIM	11	0	0
0	1	MELRODY DOWNPOUT	11	0	0
0	1	MELRODY HIGH SIDE TIE IN TRIM	7	0	0
0	11	MELRODY MULTI-RIB R-PANEL PAINTED SIDING	7	10	0
0	4	MELRODY MULTI-RIB R-PANEL GALVALUME	10	5	0
0	1	MELRODY MULTI-RIB R-PANEL O.S. CLOSURE STRIP	40	0	0
0	1	MELRODY MULTI-RIB R-PANEL U.S. CLOSURE STRIP	40	0	0
0	1	MELRODY 1" ROLL TAPE SEALANT	100	0	0
0	2	TREATED LUMBER 1 1/2" x 4" FINISHED SIZE	10	0	0
0	1	TREATED LUMBER 1 1/2" x 4" FINISHED SIZE	6	0	0
0	1	TREATED LUMBER 1 1/2" x 4" FINISHED SIZE	0	11	0
0	35	FLAT BAR 3" x 3/16"	SEE DETAIL	0	3 3/4
0	42	L3 x 3 x 3/16"	SEE DETAIL	0	3 3/4
0	100	INSUL BOARD - DIMENS CORNING 703 2" x 24"	SEE DETAIL	0	3 3/4
0	2.5	EXP METAL - 1/2" x 13" FLATTENED GALV X 48"	0	0	0
0	7.5	EXP METAL - 1/2" x 13" FLATTENED GALV X 48"	0	0	0
0	1	L6 x 3 1/2 x 5/16"	SEE DETAIL	9	3
F.B.	134	BOLT 1/2" UNC GRADE 5 NICKLE PL W/ANET P.A.M. & L.M.	1	1	1
F.B.	36	LAC SCREW 1/2" DIA - NICKLE PLATED W/P.A.M.	1/2	1/2	1/2
F.B.	300	*12-14 X 7/8" LONG LIFE FASTENER W/WASHER	7/8	7/8	7/8
F.B.	100	1/4-14 X 7/8" LAP TEE ZAC FASTENER	7/8	7/8	7/8
F.B.	100	*12-14 X 1 1/4" LONG LIFE FASTENER	1 1/4	1 1/4	1 1/4
F.B.	12	EXPANSION ANCHOR 1/2" DIA RAWL OR EQUAL	7	7	7

PRELIMINARY

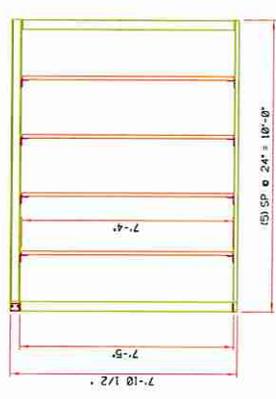
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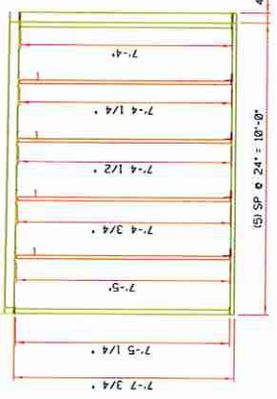
ROOF



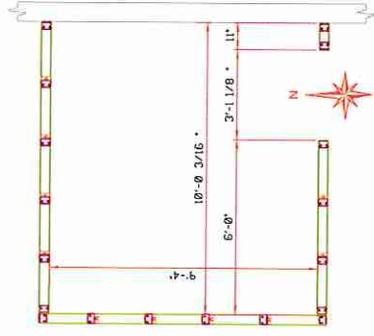
SOUTH WALL



WEST WALL



NORTH WALL



SECTION AT BOTTOM PLATE

DATE	SYN.	CHANGE DESCRIPTION	CHK BY	APPR BY
1-10-2013	JK	NO THIS DRAWING IS THE PROPERTY OF KODIAK GROUP. IT SHALL BE COPIED OR DUPLICATED IN ANY MANNER. THE INFORMATION CONTAINED HEREIN IS TO BE USED IN ANY WAY DETRIMENTAL TO OUR INTEREST. IT IS SUBMITTED TO YOU WITH THIS UNDERSTANDING.		
INCHES				
SCALE				
TITLE				
CUSTOMER				

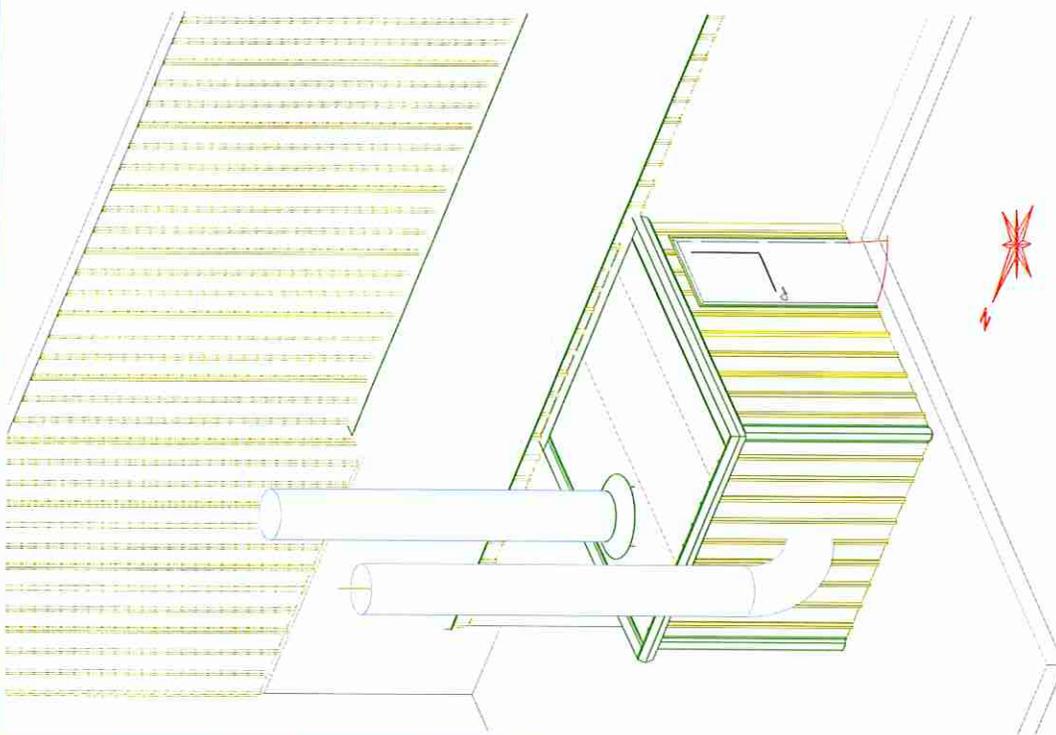
KODIAK GROUP

2000 BOYNE AVE. SUITE 100
BOYNE, MI 48111
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WWW.KODIAKGROUP.COM

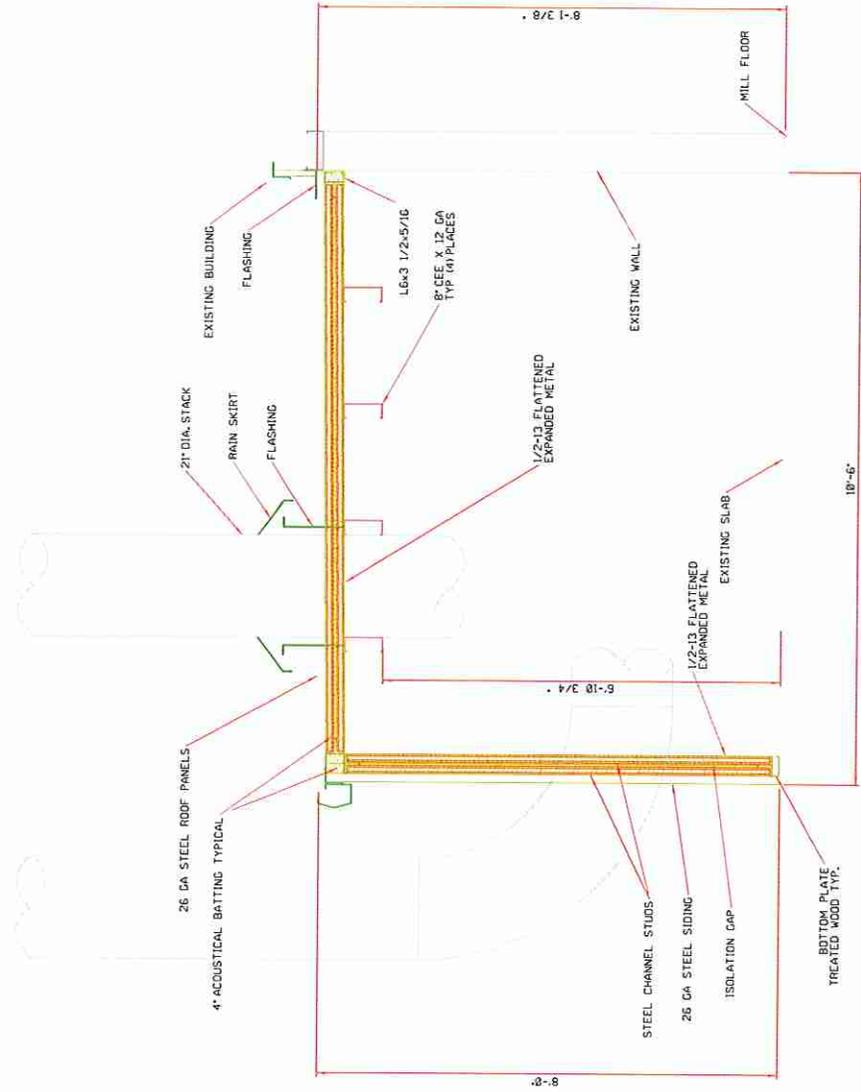
DATE	SYN.	CHANGE DESCRIPTION	CHK BY	APPR BY
1-10-2013	JK	NO THIS DRAWING IS THE PROPERTY OF KODIAK GROUP. IT SHALL BE COPIED OR DUPLICATED IN ANY MANNER. THE INFORMATION CONTAINED HEREIN IS TO BE USED IN ANY WAY DETRIMENTAL TO OUR INTEREST. IT IS SUBMITTED TO YOU WITH THIS UNDERSTANDING.		
INCHES				
SCALE				
TITLE				
CUSTOMER				

Kurtland Products
Boyerne Group, MI

SHEET 2 OF 2
DRAWING NO. 2541-000-002



FILE NAME: \$FILES
 ** REFERENCE ONLY DO NOT USE THIS DRAWING FOR CONSTRUCTION **
 \$NAME\$
 \$DATES\$
 \$TIME\$



SECTION VIEW LOOKING NORTH
 SCALE 1" = 1'-0"

PRELIMINARY

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DATE	SYMBOL	CHANGE DESCRIPTION	CHK BY	BY
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KODIAK GROUP 2541-000-002 2541-000-002				
INCHES				
DATE	1-10-2013	DRWN BY: JK	CHK BY:	APPRD BY:
TITLE	Leopold Acoustical Enclosure For Unit #140-010			SHEET 1 OF 2
CUSTOMER	Kierstead Products, Boyne City, MI			DRAWING NO. 2541-000-002



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 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

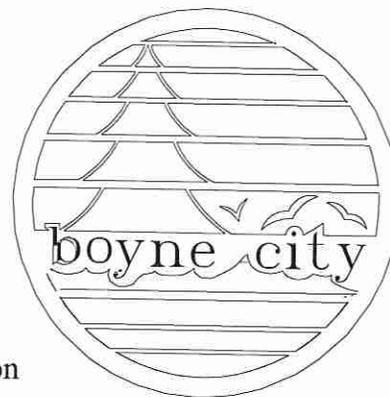
CITY OF BOYNE CITY

To: Chair Jane MacKenzie and fellow Planning Commissioners

From: Scott McPherson, Planning Director

Date: January 21, 2013

Subject: John McCahan Planning Commission Resignation



Background Information

John McCahan resigned his appointment to the Planning Commission effective as of January 21, 2013. John was originally appointed to the Planning commission on May 31, 2010 for a 3 year term expiring on May 31, 2013.

Process

The procedure for the appointments to the Planning Commission is regulated by Ordinance A-21. The ordinance stipulates that Planning Commissioners are appointed by the Mayor subject to the majority vote of the City Commission. As per City policy prior to appointment by the City Commission the Planning Commission makes a recommendation to the City Commission on the appointment. Currently there are three applications that have been submitted that indicated interest in the Planning Commission.

Recommendation

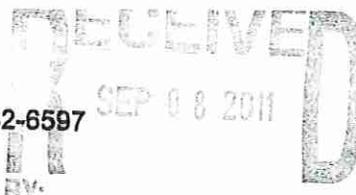
Review applications and make recommendation for appointment to the City Commission.

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: AARON PLACE 582-9835

Address: 210 W DIVISION ST BC

Email: aaronplace83@gmail.com

Occupation: Manager/Designer for the Wood Shop

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 type="checkbox"/> Downtown Development Authority/ Main Street Program |
| <input checked="" 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 wish to become more involved in the city that I live in.

Other community or civic service activities: _____

Signature: [Signature] Date: 9/8/11

CITY OF BOYNE CITY

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

boyncity.com



BOARD MEMBER APPLICATION

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Name: Jason Biskner 231-838-2241

Address: 140 W. Lincoln St.

Email: jdbisk@gmail.com

Occupation: Sales & Marketing - Hearthside Grove

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

- | | |
|---|--|
| <input type="checkbox"/> Airport Advisory Board | <input checked="" type="checkbox"/> Economic Development Corporation |
| <input type="checkbox"/> Historical Commission | <input type="checkbox"/> Downtown Development Authority/ Main Street Program |
| <input checked="" type="checkbox"/> Planning Commission | <input checked="" type="checkbox"/> Parks and Recreation Commission |
| <input checked="" 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 | <input type="checkbox"/> Election Commission |

Reason(s) you wish to serve: I want to be an active member of the community that I live. Give back to others.

Other community or civic service activities: _____

Signature: Jason Biskner Date: 9/5/12

CITY OF BOYNE CITY

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



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: Kenneth E. (Ken) Allen

Address: 501 Spring St.

Email: Kelliotalen@gmail.com

Occupation: RETIRED/CITIZEN

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

(Preferences: 1-5)

- | | |
|---|--|
| <input checked="" type="checkbox"/> Airport Advisory Board - #3 | <input checked="" type="checkbox"/> Economic Development Corporation - #5 |
| <input type="checkbox"/> Historical Commission | <input type="checkbox"/> Downtown Development Authority/ Main Street Program |
| <input checked="" type="checkbox"/> Planning Commission - #4 | <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 checked="" type="checkbox"/> District Library Board - #2 |
| <input type="checkbox"/> Historic District Commission | <input checked="" type="checkbox"/> * Broadband Committee - #1 |

Reason(s) you wish to serve: GIVE SERVICE TO CITY OF RESIDENCE;
Provide help with Broadband Committee formation and
county-wide collaborative initiatives.

Other community or civic service activities: Charlevoix County Board of Canvassers
(Term exp 2014/5); Charlevoix County Roads Steering Committee
(Vice Chair)

Signature:

Date: