



City of Boyne City
Founded 1856

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AGENDA
BOYNE CITY PLANNING COMMISSION
Monday, February 16, 2015, 5:00 p.m.
Boyne City Hall



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agenda packets & minutes for each board

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

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

Approval of minutes from January 19, 2015 Boyne City Planning Commission meeting.

4. Hearing Citizens Present (*Non-Agenda Items*)
5. Reports of Officers, Boards, Standing Committees
6. Unfinished Business
7. New Business
 - A. Public Hearing for Catt Development for Conditional Rezoning and Conditional Use permit for Sobo Redevelopment Plan for 1 Water Street and 202 Lake Street and 210 Front Street.
 - B. Capital Improvement Plan review and recommendation
 - C. Schedule special meeting for Master Plan review
 - D. 2014 Planning and Zoning Report.
8. Staff Report
9. Good of the Order
10. Adjournment – Next Meeting March 16, 2015

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

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Hometown Feel, Small Town Appeal

**Meeting of
January 19, 2015**

Record of the proceedings of the Boyne City Planning Commission meeting held at Boyne City Hall, 319 North Lake Street, on Monday, January 19, 2015 at 5:00 pm.

Call to Order

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

Roll Call

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

**Excused Absence(s)
MOTION

2015-1-19-02
St. Dennis moved, Place seconded, PASSED UNANIMOUSLY, a motion to excuse the absence of Jason Biskner

Meeting Attendance

City Officials/Staff: Planning Director Scott McPherson, City Manager Michael Cain, DPW Director Andy Kovolski, Executive Assistant Barb Brooks and Recording Secretary Pat Haver
Public Present: Seven, including a member of the press

**Consent Agenda
MOTION

2015-1-19-03
Place moved, Neidhamer seconded, PASSED UNANIMOUSLY, a motion to approve the consent agenda; approval of the Planning Commission minutes from December 15, 2014 as presented.

**Citizen comments on
Non-Agenda Items**

None

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

None

Unfinished Business

None

New Business

**Project update from Glen
Catt for 202 and 210 Lake
Street**

Planning Director McPherson turned this portion of the meeting over to Glen Catt for his update to the project. They are hoping to break ground as early as this spring. Because the bus garage is on the historic registry, it must remain intact and one level; so have had to change the design of the drive thru portion of the plan, which has the drive thru window shifted more to the corner to accommodate 3 or 4 cars in the queue lane which also has eliminated half of the parking planned down to 4. At the current time, no ATM is planned in the drive thru, just a teller window. With this reconfiguration, a vacant space has been created on the Lake Street side of approximately 2,500 sq feet. The trash/dumpster "corral" will have room for the residential trash and planned to be placed on the Front Street side of the complex. They are still looking at some sort of roof designs, and have the stair tower in place. The new design has eliminated 6 residential units from the overall plan. Currently, this revised sketch shows on each of the second and third levels (5) 1 bedroom units and (5) 2 bedroom units. The units on the north or Front Street side will have balconies with the possibility of a couple of the corner units with balconies on the Lake Street side. The south side does not show balconies, because you would be overlooking the bus garage roof. Questions were raised from the board about the overhang of the balconies in the sidewalk right of way and how do other communities handle them? Director McPherson is not sure if it can be done, so will be double checking. The board also raised questions about available parking for not only the businesses but also the residential tenants. Glen Catt advised that is

something that they are still working out; and he does know that there will be some dedicated parking spaces, but has not figured out how to determine who would be getting them and also where to put barrier free parking spaces. Questions were asked about the availability for storage of bikes or other modes of transportation. The team has not come up with anything as of yet, but Glen feels that it is a good idea so will get it incorporated, possibly utilizing some of the newly created vacant space. The development team is also attempting to bring the current One Water Street project and this project together due to some possible changes in the One Water project. They have done some research, and feel that the interior units will be difficult to sell, so are looking at shifting a couple of things around and possibly creating additional parking in that area. Their concern is that by shifting things up toward Front St. it may cut down a portion of the lake view corridor. Some people met with the MEDC last week about the project, and they were quite pleased with the creative and imaginative use of space downtown, they were supportive because of the high demands of affordable rental property, and this proposed project has great long term potential to support the downtown and community. Because the One Water Street project went through a conditional re-zoning process with a 1st and 2nd reading, any modifications that they are considering will need to come back in front of this board for review and consideration for recommendation, with final approval by the City Commission. Glen Catt will take back to the development team the comments about setbacks, height, architectural designs, view corridor, parking, landscaping and signage, and is hoping to have something in front of the board by next month.

**Pre-application meeting
for rezoning request for
402 State Street**

Planning Director McPherson reviewed his memo in the agenda packet. Local real estate agent, Dick Knight is here representing a client who is inquiring about rezoning this parcel in order to use it as a commercial kitchen. There will not be any onsite food service, possibly an occasional pickup, but planning on just delivery out of the facility. At the beginning there will only be a car or two, but more if the business flourishes. If the property is to be conditionally re-zoned, the City Commission has to make the final decision. Because this is zoned residential, a conditional rezoning for a specific use would need to be done, and if the use ceases, it will revert back to its natural use. It does not matter what the history of the building has been. The applicant believes the building is structurally sound to do what they would like however, the board had some concerns about the neighbors having to deal with the smell of cooking and baking, a buffer should be required between the business and neighbors, and they have stated that there will not be an open pit of any kind. Prior to any approval, they will need to submit and go through a site plan review that some of these concerns can be dealt with. Does it have basic amenities like water and sewer, electric and gas? The parking areas will need to be paved. Several members of the board were not opposed to the re-use of the long standing vacant building and would like to see further details on what exactly will be proposed if the client is willing to proceed. A couple commissioners were worried about the neighbors and if the business would fit in with the residential feel of the neighborhood.

**Review proposed DPW
facility at North Boyne**

Public Works Director, Andy Kovolski facilitated the review of the preliminary plans for the DPW facility at North Boyne as submitted by Environmental Architects. The new garage facility will enable the department to put all of the vehicles in one location with added cold storage to get off season items that are stored all around the city in one location. The current salt barn will be torn down, and will be constructed behind the proposed 15,600 sq ft facility, which will house all of the vehicles, equipment, repair bays, locker room, office space, and a wash bay. The plan is to begin breaking ground this spring. The board had some general questions

****MOTION**

about traffic flow, nearness to the neighbors with extra noise when trucks are backing up, landscaping, and lighting; however, overall thought it was a well thought out design and should work for the department for many years to come. After review of the plans, **motion by Place, seconded by Meeder to recommend to the City Commission the adoption of the presented preliminary site plans for the capital improvement of the North Boyne DPW site as designed by Environmental Architects.**

2015-1-19-7C

Roll Call:

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

Nay: None

Absent: Biskner and Ellwanger

Motion Carries

Place left at 6:46 pm

Review front yard setback requirements for Planned Industrial District

Planning Director McPherson reviewed his memo in the agenda packet. At the December meeting after discussion of the setbacks in the PID, the board wanted to further review the setback requirements for this district as opposed to the other districts and look at a possible reduction. The Regional Commercial/Industrial District is 20 feet, General Commercial District 10 feet, Central Business District there is none, and in the Planned Industrial District 50 feet with 25 feet as side yard setbacks. A lot of the properties in the PID are on corners, so the front is one setback and the sides are a different setback, however, still bordering a street. After board review and discussion, it was decided to have some consistency in the district to reduce the front yard setback to 25 feet and have staff draft language for consideration at the next meeting.

Review draft of 2015 Recreation Plan

Planning Director McPherson advised the board that every 5 years it is recommended to review and update the Recreation Plan. Included in the agenda packet was a draft plan for review and discussion. Included in the main body of the plan were sub area plans consisting of the Waterfront Master Plan, Old City Park Master Plan, Avalanche Park Master Plan, Trail Town Master Plan and the Veterans Park Master Plan. Chapter 3 includes the recreation inventory of the city and chapter 5 has the Goals and Action plans including a capital improvement schedule for 2015 through 2019. Long term suggestions were made for the continued improvements of all of the parks and possible ideas for future development of the old city dump located to the north of the city in Evangeline Township. After board review and discussion, **motion by Meeder, seconded by St. Dennis, PASSED UNANIMOUSLY**, to recommend the approval of the 2015 Recreation Plan to the Parks and Recreation Commission.

****MOTION**

Staff Report

McPherson reported that the 2nd reading for the Central Business District Drive Thru Ordinance Amendment has been scheduled during the City Commission meeting on February 24th. The city was successful in obtaining the Safe Routes To School grant however, it was not in total; the Lewis St. sidewalks and the rapid flashing beacons were not approved. The city has been awarded the Place plans grant that we applied for which is for a walkable and useable spaces plan development from Peninsula Beach down to Sunset Park and eventually into Veterans Memorial Park. There will be MSU students assisting the city with these plans, and a staff kick off meeting has been set for February 16th. There will be a Re-development Ready Community conference call on January 23rd, to receive feedback and some technical assistance to finish up this project from Jennifer Rentirik and

Joe Meyers. Staff attended the Charlevoix County Zoning Administrators' meeting last week. LIAA is working on water quality initiatives for all of the communities on Lake Charlevoix.

Good of the Order

Damage to the airport fence was reported by possible stacking of plowed snow by one of the businesses in the Industrial Park. City staff will check it out.

The next meeting of the Boyne City Planning Commission is scheduled for Monday, February 16, 2015 at 5:00 pm in the Auditorium.

Adjournment
****MOTION**

2015-1-19-10

St. Dennis moved, Frasz seconded, PASSED UNANIMOUSLY a motion to adjourn January 19, 2015 meeting at 7:33 p.m.

Chair Jane MacKenzie

Pat Haver, Recording Secretary

Draft

CITY OF BOYNE CITY

To: Chair Jane McKenzie and fellow Planning Commissioners

From: Scott McPherson, Planning Director

Date: February 16, 2015

Subject: Catt Conditional Rezoning Amendment
Conditional Use and Development Plan Review



BACKGROUND

An application for an amendment to the One Water Street conditional rezoning, a conditional use for a drive through bank in the Central Business District and development plan review has been submitted by Catt Development. The properties included in this request are located at 1 Water Street, 202 Lake Street and 210 Front Street as shown below.



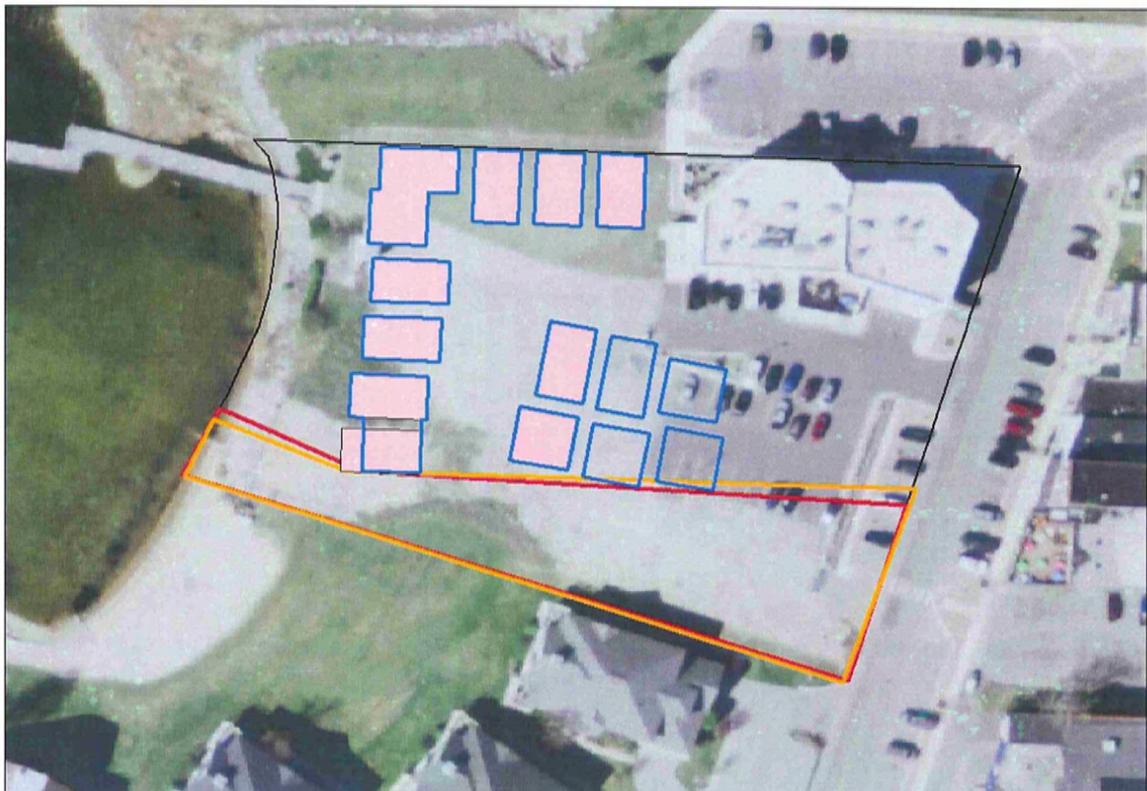
In 2012 a conditional rezoning and development plan was approved the 1 Water Street property. This approval conditionally rezoned the property from Waterfront Marina District to Central Business District and approved a development plan for the existing uses and for the construction of 13 mixed use cottages. Three of the cottages are currently under construction and it is anticipated that the remaining lakefront cottages will be constructed this year. The property located at 202 Lake Street is the location of the Lake Street Mall which is currently vacant. This property is accompanied by the parcel adjacent to the north which contains a paved parking lot. The property located a 210 Front Street is the location of what is known as the old bus garage and is the current location of the Boyne Arts Collective.

DISCUSSION

Proposed Uses- While the uses on the 1 Water Street are not being changed the applicant is proposing to remove 4 of the approved 13 detached resort cottage structures that were located on the interior of the site and detach the existing duplex unit that is located on the south west corner creating two independent single units. As a result of detaching these units the setback distance for the south lot line will be reduced from approximately 33 feet to 28 feet. In the space of the 4 eliminated cottages a new parking area will be created.

On the Lake Street/Front Street properties the existing structures will be renovated to develop multi-story structure with uses that include a restaurant, bank, commercial space and residential units on the 2nd and 3rd floors.

Viewshed – The existing view shed on the south side of the property provided unobstructed views from Front Street for 102 feet. While the setback for south property line is being decreased from 33 feet to 28 feet, because of the elimination of some of the interior cottages the unobstructed views from Front Street are increase by approximately 10 feet as shown on the graphic below.



Because the property is conditional rezoned to CBD, the 30% side yard requirement of BCZO 20.20 note(o) does not apply. While the Planning Commission is not required to make a finding in regards to the view shed, it is totally appropriate to consider the changes in the viewshed in the context of this change to the conditional rezoning request.

Parking- The submitted application has included parking calculations for changes in the existing parking and the additional amount of parking that would be required for the proposed uses. These calculations can be found on page 8 of the SoBo Re-Development Site plan review application packet. Subtracting the 25 additional parking spaces that are provided on the 1 Water Street Site from 44 spaces that would be required for change in uses on the Lake and Front Street proposed uses there is a parking deficit of 19 spaces.

The applicant is requesting that the Planning Commission approve a 20% reduction for collective use of parking spaces as provided by BCZO section 24.20(F) which is as follows:

Variance for Collective Uses. In the instance of dual function of off-street parking spaces where operating hours of buildings do not overlap and there is an opportunity for a patron to visit more than one use, the Planning Commission may grant a reduction to the required number of spaces of up to twenty percent (20%) provided a signed agreement is provided by the property owners.

As the properties are located in the CBD the Planning Commission also has the ability to consider a reduction of the parking requirements as per standards of Section 10.50 which state:

Parking and Loading. The Planning Commission shall determine if the number of off-street parking and loading/unloading spaces required per Article XXIV of this Ordinance shall be met, or if a lesser number spaces or no spaces are required due to the following: the availability of on-street parking spaces, off-site parking lots, or municipal parking lots; a finding that patrons will either walk to the site from nearby neighborhoods, or will park at other sites and visit several uses at one time; or the placement and configuration of existing buildings.

Process

As previously stated the submitted application is requesting a change in the previously approved conditional rezoning, a conditional use permit for the bank drive through use and a development plan approval. Each of these aspects of the application require a separate and specific review process and criteria. Each of the processes are as follows:

Amendment to the Conditional Rezoning at 1 Water Street

The authority to approve Conditional Zoning became effective 2004 and allows an owner of land to voluntarily offer a specific use and development of land as a condition to a rezoning of the land. While this request is amending a previously approved conditional rezoning, the review and approval process is subject to the same criteria. The act allowing conditional rezoning in its entirety is as follows:

125.3405 Use and development of land as condition to rezoning.

Sec. 405.

(1) An owner of land may voluntarily offer in writing, and the local unit of government may approve, certain use and development of the land as a condition to a rezoning of the land or an amendment to a zoning map.

(2) In approving the conditions under subsection (1), the local unit of government may establish a time period during which the conditions apply to the land. Except for an

extension under subsection (4), if the conditions are not satisfied within the time specified under this subsection, the land shall revert to its former zoning classification.

(3) The local government shall not add to or alter the conditions approved under subsection (1) during the time period specified under subsection (2) of this section.

(4) The time period specified under subsection (2) may be extended upon the application of the landowner and approval of the local unit of government.

(5) A local unit of government shall not require a landowner to offer conditions as a requirement for rezoning. The lack of an offer under subsection (1) shall not otherwise affect a landowner's rights under this act, the ordinances of the local unit of government, or any other laws of this state

A conditional rezoning is a zoning amendment and is processed in accordance with the Michigan Zoning Enabling Act and the Boyne City Zoning Ordinance Section 2.40 Amendment Procedures. It is important to remember that the Planning Commission is under no obligation to consider or approve the request for conditional rezoning irregardless if the proposed plan meets all zoning criteria. This is a voluntary process for both the City and the applicant. A public hearing in front of the Planning Commission has been scheduled and noticed for February 16, 2015.

The Planning Commission may recommend approval of the proposed conditional rezoning, the Commission can recommend denial of the request, or the Planning Commission may postpone taking action on the application to some future specified date. The City cannot however add or alter any conditions if the plan is approved. If the request is recommended for approval, it is suggested that the planning commission stipulate that if the conditional rezoning is approved by the City Commission, final development plan approval must be obtained by the Planning Commission.

As the proposed request is for a change in a mapped district the Planning Commission should review the criteria of section 2.50(C) and use it as a guide to make its recommendation.

- C. For amendment requests to change, create, extend or reduce a mapped zoning district, the Planning Commission and City Commission shall use the following as a guide:
1. The proposed zoning district is more appropriate than any other zoning district, or more appropriate than adding the desired use as a conditional land use in the existing zoning district.
 2. The property cannot be reasonably used as zoned, and the applicant cannot receive a reasonable return on investment through developing the property with one (1) of the uses permitted under current zoning at the time of purchase or at the time of securing legal control of the property.
 3. The proposed zone change is supported by and consistent with the goals, policies and future land use map of the adopted City Comprehensive Plan, including any sub-area or corridor studies. If conditions have changed since the Comprehensive Plan was adopted, as determined by the Planning Commission, the consistency with recent development trends in the area shall be considered.
 4. The proposed zone change is compatible with the established land use pattern, surrounding uses, and surrounding zoning in terms of land suitability, impacts on the environment, density, nature of use, traffic impacts, aesthetics, infrastructure and potential influence on property values, and is consistent with the needs of the community.
 5. All the potential uses allowed in the proposed zoning district are compatible with the site's physical, geological, hydrological and other environmental features.

6. The change would not severely impact traffic, public facilities, utilities, and the natural characteristics of the area, or significantly change population density, and would not compromise the health, safety, and welfare of the City. The Planning Commission may require a general impact assessment in accordance with the requirements of this Ordinance if it determines the proposed zoning change could have a negative impact upon traffic, public facilities, utilities, natural characteristics, populations density, or other concerns. A traffic impact study in accordance with the requirements of this Ordinance shall be required if the proposed rezoning district permits uses that could generate one hundred (100) or more directional trips during the peak hour, or at least one thousand (1,000) trips per day more than the majority of the uses that could be developed under current zoning.
7. The rezoning would constitute and create an isolated and unplanned “spot zone” granting a special privilege to one landowner not available to others.
8. The change of present district boundaries is consistent in relation to existing uses, and construction on the site will be able to meet the dimensional regulations for the proposed zoning district listed in the Schedule of Regulations.
9. There has been a change of conditions in the area supporting the proposed rezoning.
10. Adequate sites are neither properly zoned nor available elsewhere to accommodate the proposed uses permitted in the requested zoning district.
11. There was a mistake in the original zoning classification.
12. The request has not previously been submitted within the past one (1) year, unless conditions have changed or new information has been provided.

Conditional Use Permit for Drive Through Bank

The application requires a conditional use review as per BCZO section 2.70 Conditional Uses in Districts. A public hearing was scheduled in conjunction with the conditional rezoning hearing for February 16, 2015. A draft findings of fact for the conditional use has been provided. On each item of the findings the Commission needs to make a determination based on the relevant facts if the standard is met, not met or met with conditions. As the changes to zoning ordinance in regards to drive through uses is still pending adoption, a final approval of the condition use cannot be given at this time.

Preliminary Development Plan Review

If the conditional rezoning and conditional use are recommended for approval the Planning Commission should review the submitted development plan. Review development plan review approval criteria as per BCZO section 19.40. As the development packet contains all the standards of the article and associated relevant fact, a checklist was not provided.

Recommendation

Review the conditional rezoning, conditional use and preliminary development plan as per the required standards and make a recommendation for approval of the application pending final approval of the conditional rezoning by the City Commission and that final approval of the conditional use permit and final development plan must be received by the planning commission prior to the issuance of zoning permits.

MEMORANDUM

TO: SCOTT MCPHERSON; PLANNING ADMINISTRATOR

FROM: ANDREW KOVOLSKI; PUBLIC WORKS SUPERINTENDENT



DATE: 2/3/2015

RE: CATT SOUTH LAKE PROJECT REVIEW

Per your request I have reviewed the blueprints for Catt Development's South Lake Street project. Following are my concerns:

1. Remove Tabletop Traffic Calming Device from the Roadway and place on private property. I don't see any reasons for them as the travel distances from a stop or turn motion are very short.
2. Relocate proposed Handicap space on South Lake Street from mid-block to the space on the south side of the bump out.
3. Change curb on South Lake Street to a mountable curb.
4. Change curb detail to reflect our City Standard of no rebar in curb. Use fiber reinforced concrete
5. Change concrete sidewalk thru driveway detail to 6 inch thickness. Make special notation on prints to use fiber reinforced concrete at entrance to the Dumpster enclosure.
6. Road Construction Notes: Change verbiage in first sentence to reflect use of Boyne City Municipal Standards not Road Commission Standards.

Should you have any questions or concerns please feel free to contact me.

CONDITIONAL USE FINDINGS
SOBO Redevelopment Bank Drive Through

2.70 Standards of Approval. For the purpose of this Ordinance these uses shall be known as conditional uses as set forth in the individual district and shall be allowed within that particular district subject to the development requirements for the district, provided the Planning Commission finds the conditional use affirmatively meets the following criteria deemed applicable in each case:

ORDINANCE REQUIREMENT	FINDING	RELEVANT FACTS
1. The conditional use will promote the use of land in a socially and economically desirable manner for persons who will use the proposed land use or activity, for landowners and residents who are adjacent thereto and for the City as a whole;		The proposed drive through bank is part of a mixed use development that will include, restaurant, commercial and residential uses in the downtown district. The development will renovate and rehabilitate existing downtown structures that are currently vacant or underused.
2. The conditional use is compatible and in accordance with the goals, objectives and policies of the City's Comprehensive Plan;		The proposed uses of the property is consistent with the proposed use as shown in the Vision for Boyne City, Boyne City Master Plan. The Boyne City Waterfront Master Plan and the SOBO development plan
3. The conditional use is necessary for the public convenience at that location;		Proposed use will provide a full service bank with drive thru windows in a downtown location.
4. The conditional use is compatible with adjacent uses of land, and can be constructed, operated and maintained so as to continue to be compatible with the existing or intended character of the general vicinity and so as not to change the essential character of the area in which it is proposed;		The proposed drive through use will be located within the first floor of a multi story development and completely enclosed with facades that will be compatible with surrounding buildings. The 2 and 3 stories above shall be used for residential uses.
5. The conditional use shall be of such location, size and character, that it will be in harmony with the appropriate and orderly development of the district in which it is situated and will not be detrimental to the orderly development of adjacent districts;		The proposed use will redevelop an existing historical structure and vacant building. Building size and mass is consistent with existing surrounding structures.
6. The conditional use is so designed, located and proposed to be operated that the public health, safety and welfare will be protected;		The proposed use will have a drive thru bank that will have an ingress and egress from Front. St. Signage and pavement treatments shall be installed to identify sidewalk crossings.
7. The conditional use can be adequately served by public services and facilities without diminishing or adversely affecting public services and facilities to existing land uses in the area;		Public water and sewer are currently available to the site and the parcel is in close proximity to public services and facilities.
8. The conditional use will not cause injury to the value of other property in the neighborhood in which it is to be located;		It is not anticipated the proposed use will negatively affect property values.
9. The location and use and assembly of persons in connection with the proposed conditional use will not be hazardous to the district in which the use is located, hazardous to a specific use or life and property within the district, or be incongruous therewith or in conflict with the normal traffic of the district.		The assembly of persons in connection with the use is anticipated to be consistent with exiting surrounding uses and not be hazardous to life or property with the district and not incongruous with normal traffic.

CONDITIONAL USE FINDINGS
SOBO Redevelopment Bank Drive Through

ORDINANCE STANDARD	FINDING	RELEVANT FACTS
<p>10. The conditional use will protect the natural environment, help conserve natural resources and energy, and will not involve uses, activities, processes, materials and equipment or conditions of operation that will be detrimental to the natural environment, public health, safety or welfare by reason of excessive production of traffic, noise, smoke, odors or other such nuisance;</p>		<p>Proposed use is the redevelopment of a existing parcel and It is not anticipated the proposed use will produce levels of smoke, odors or noise or other nuisances that would be in excess of current levels found in the downtown.</p>
<p>11. The vehicular circulation for the proposed conditional use will be in the best interest of the public health, safety and welfare in relationship to egress/ingress to the site, vehicular turning movements related to street intersections and street gradient, site distance and potential hazards to the normal flow of traffic; and</p>		<p>The use is proposed to have a ingress-egress drive on Front Street.</p>
<p>12. The conditional use is within the provisions of uses requiring conditional use approval as set forth in the various zoning districts herein, is in harmony with the purposes and conforms to the applicable regulations of the zoning district in which it is to be located, and the proposed site layout is in compliance with the general standards of Article XIX, regarding site development and shall insure that::</p> <p>(a) The use and associated activities on the property are so located as not to hinder the projected development of the adjacent properties or impair the existing uses of adjacent lands. This shall include all uses associated with the particular use such as parking, lighting, display signs, etc.</p> <p>(b) Sufficient landscaping, fencing, walls and other means of buffering are provided to insure that operation of the use will not be objectionable to nearby uses or dwellings by reason of noise, fumes or flash of lights nor interfere with an adequate supply of light and air, nor increase the danger of fire or otherwise create the potential of endangering the public safety.</p>		<p>While the conditional use is in compliance with proposed zoning ordinance standards the proposed amendments allowing drive through for financial institutions in the CBD have not yet been adopted. Application would need to receive final approval of Conditional use and Development plan subsequent to the adoption of the proposed drive though amendment.</p>

City of Boyne City



Capital Improvement Plan 2015-2020

CIP Overview

The Capital improvement Program is a six-year schedule of proposed major capital projects, cost estimates and financing methods. The requirement for capital budgeting is found in Act 33 of the Michigan Public Acts of 2008 being the Michigan Planning Enabling Act.

The Capital Improvements Program (CIP) establishes the City's blueprint for investment in its capital infrastructure. This document is used as a tool to help ensure that the City's long and short-term capital investments are made in the context of careful consideration of the City's needs as well as the resources available to fund all projects.

The financial guidelines used in the preparation of the CIP will provide assurance that the City can meet, in a full and timely manner, both our debt service obligations and all other obligations competing for available resources. It is our objective to complete as many needed capital improvement projects as financially possible while maintaining flexibility and the ability to adapt to changes as they occur.

Capital Improvement Program vs. Annual Operating Budget

The Capital Improvement Program and Annual Operating Budget are two critical documents prepared each year. The relationship between these two documents is summarized by the following points:

Capital Improvement Program

- Represents a long-term financial plan, including funding sources.
- Establishes priorities and serves as a planning document or blueprint for the City's investment in capital infrastructure.
- Provides a breakdown of major project costs and their phasing.
- Does not appropriate money.
- As indicated by the above points, the Annual Operating Budget is the document which authorizes the actual funding for the major and non-major capital projects.

Annual Operating Budget

- Appropriates money to implement the first year of the Six-Year Capital Improvement Program.
- Appropriates money to implement current year's phase of a major, multi-year project.
- Appropriates money for operating expenditures and expenditures of a continuing nature.

Capital Improvement Program Guidelines and Benefits

There are several key guidelines the Administration utilized in determining the City's fiscal capacity to complete capital projects over the next six years. These are summarized as follows:

- The Capital Improvement Program will be reviewed and updated annually.
- The City has determined that paying cash for projects where financially possible (pay-as-you-go financing) reduces long term costs and maintains financial flexibility for the future. In utilizing pay-as-you-go financing, revenue projections and estimated fund balances will be reviewed and evaluated to assure that sufficient reserves are maintained.
- It is not economically feasible to issue debt for some projects, nor do all projects have a projected lifespan long enough to warrant the issuance of debt.
- Under current economic conditions, the ability to complete many projects will depend on identifying and obtaining outside sources of funding.
- The City's philosophy for projecting property tax revenues is conservative. While the taxable value has had minimal decreases over the past few years we anticipate a small increase for 2015.
- As a matter of general policy, the City will pursue, when feasible, federal, state and local assistance in the form of grants, low-interest loans, cost-sharing, etc.

There are many benefits of an effective and ongoing Capital Improvement Program, including:

- Coordination of the community's physical planning with its fiscal planning capabilities;
- Ensuring that public improvements are undertaken in the most desirable order of priority;
- Assisting in stabilization of tax and utility rates and other charges over a period of years;
- Producing savings in total project costs by promoting a "pay as you go" policy of capital financing thereby reducing interest expense and financing costs;
- Providing adequate time for planning and engineering of proposed projects;
- Ensuring the maximum benefit of the monies expended for public improvements; and
- Scheduling municipal construction activities to be better coordinated with those of other public agencies within the community.

Funding Sources

The City of Boyne City primarily uses the general fund, enterprise funds or special revenue funds for capital project funding. Outside sources of funding have also significantly contributed to capital projects and this is reflected in the current capital plan as well. Projects that identify outside funding sources have a more uncertain time-frame, but staff has attempted to be realistic with projections based on the need for a match in local funding.

Capital Improvements Program and Structure

A capital expenditure is defined as an item that has a significant value and a useful life greater than three years. Expenditures for building construction and renovation, land purchases and improvements, and major equipment are generally capital expenditures in contrast to operating costs such as salaries, supplies and services that are budgeted annually in the various department operating budgets. Significant value is defined for purposes of the Plan as any infrastructure project that costs \$25,000 or more and any equipment, materials or vehicles that cost \$10,000 or more. Minor capital purchases such as office furniture, computers, etc. are not included in this document.

Projects that correspond with City priorities and have a potential funding source available, are included in the Plan. The Capital Improvement Program is then presented to both the Planning Commission and then City Council. The CIP is designed to be amended on an annual basis, as projects scheduled in later years are identified on a needs basis, and may not have an available funding source. Projects can be added or subtracted as the needs and resources of the community change.

The 2015-2020 CIP provides capital expenditure information on six major program areas including: City Facilities, Equipment, Parks, Streets and Sidewalks, Wastewater Treatment, and Water Production.

Program Area	Project	Project Scope	General	Streets	DDA	LDFA	Water-Sewer	Grants/Other
Streets and Sidewalks	Court Street Paving	Pave existing gravel portion of Court street and portion of Lake Street and install storm water infrastructure.		\$175,000				\$667,000
Street and Sidewalks	Lower Lake Outfall	Reconstruct the storm water outflow into Lake Charlevoix at the end of Lower Lake Street	\$48,000					
City Facilities	North Boyne DPW Facility	Construct New DPW garage, cold storage and salt storage facility at north Boyne	\$2,300,000					
Parks	Veterans Park Pavilion	Renovate and upgrade Veterans Park pavilion to better accommodate farmers market and year round use.	\$150,000					\$600,000
Wastewater Treatment	Advance Sewer Extension	Extend sewer to Advance for connection to Somerset Pointe development						\$2,500,000
Wastewater Treatment	Boyne Mountain Sewer Upgrade							
Parks	BC-Char Trail	Construct multi use paved trail from Young State Park to Michigan Ave	\$11,000					\$100,000
Parks	Veterans Park River Mouth Bathrooms	Remodel and refurbish river mouth bathrooms located in Veterans Park	\$50,000					
Equipment	Replace Truck 4	Purchase 1 ton dump with plow	\$44,000					
Equipment	Replace Ambulances	Purchase 2 new ambulances	\$140,000					\$147,000

2016 Capital Improvements

Fund Sources

Program Area	Project	Project Scope	General	Streets	DDA	LDFA	Water-Sewer	Grants/Other
Streets and Sidewalks	Safe Routes to School	New Sidewalk from Boyne Hills to School Campus on M-75, Beardsley and Brockway. Install new and replace sections of new and replaced sidewalk on Hull, Division, Pleasant and Lincoln.	\$80,000					\$360,000
City Facilities	New City Hall, Fire Station and, EMS Facility	Remove existing City Hall and DPW facilities and construct new facility to house City Admin, Police, Fire and EMS	\$7,000,000					
Parks	BC-Boyne Falls Trail	Construct trail head at airport and construct multi-use trail from airport to city limits connecting trail from Boyne City to Boyne Falls	\$30,000					\$750,000
Equipment	Fire Tanker	New fire department tanker truck	\$220,000					
Streets and Sidewalks	Local and Major street capital preventative maintenance.	Crush and shape streets as identified		\$200,000				
Equipment	Replace truck 18	purchase new 3/4 ton pick up with plow	\$30,000					

2017 Capital Improvements

Fund Sources

Program Area	Project	Project Scope	General	Streets	DDA	LDFA	Water-Sewer	Grants/Other
Equipment	Air filling station	New air compressor and filling station for fire department air bottles	\$50,000					
Parks	Veterans Park Improvements	Paving, curbing and drainage improvements and bury utilities.	\$25,000					\$75,000
Street and Sidewalks	Local and Major capital preventative maintenance	Crush and shape streets as identified		\$200,000				
Equipment	Replace 2007 Kubota	Purchase new Kubota mower and attachments	\$32,000					
Equipment	Replace BCPD Vehicle 331	Purchase new Police Interceptor	\$32,000					

2018 Capital Improvements

Fund Sources

Program Area	Project	Project Scope	General	Streets	DDA	LDFA	Water-Sewer	Grants/Other
Streets and Sidewalks	Sidewalk Construction	Replace poor sidewalk as identified	\$50,000					
Parks	Rotary Park Paving	Pave Rotary Park parking lot and resurface tennis courts	\$75,000					
Streets and Sidewalks	Major street capital preventative maintenance	Crush and shape streets as identified		\$85,000				
Streets and Sidewalks/Wastewater Treatment/Water Production	Silver Street Reconstruction	Total Reconstruction of street and underground infrastructure		\$600,000			\$200,000	
Equipment	Replace Truck 2	Purchase new cab chassis sander plow.	\$130,000					
Equipment	Replace BCPD Vehicle 332	Purchase new Police Interceptor	\$32,000					
Equipment	Replace cardiac monitors	Purchase 2 new cardiac monitors	\$28,000					

2019 Capital Improvements

Fund Sources

Program Area	Project	Project Scope	General	Streets	DDA	LDFA	Water-Sewer	Grants/Other
Parks	Avalanche Park Improvements	Pave Parking lot and install midslope board walk	\$32,000					\$98,000
Streets and Sidewalks	Sidewalk Construction	Replace sidewalk in poor condition as indentified	\$50,000					
Streets and Sidewalks	Local Street capital preventative maintenance	Crush and shape streets as indentified		\$90,000				
Streets and Sidewalks	Major Street capital preventative maintenance	Mill and fill North Lake from State st. to West Michigan		\$355,000				
Equipment	Replace loader	Purchase new 3 yard loader	\$180,000					
Equipment	Replace truck 12	Purchase new 3/4 ton pickup with plow					\$28,000	
Equipment	Replace BCPD Vehicle 330	Purchase new Police Interceptor	\$32,000					

2020 Capital Improvements

Fund Sources

Program Area	Project	Project Scope	General	Streets	DDA	LDFA	Water-Sewer	Grants/Other
Parks	Rotary Park	Develop new ball diamond	\$60,000					
Street and Sidewalks	Sidewalk Construction	Replace sidewalks in poor condition as identified	\$30,000					
Street and Sidewalks	Major streets capital preventative maintenance	Crush and shape streets as identified.		\$80,000				
Street and Sidewalks/Wastewater Treat/Water Production	Cedar street reconstruction	Reconstruct Cedar Street and underground utilities from Lake to Pleasant		\$400,000			\$110,000	

City of Boyne City 2014
Planning and Zoning Report



Development Plan Reviews

Dog World at 1441 Lexamar

Barbara Green submitted an application to operate a dog kennel located at 1441 Lexamar Drive in Air Industrial Park. As part of Air Industrial Park Phase II, in addition to Boyne City Zoning Ordinance requirements, the property was subject to review by the EDC and needed to comply with the park restriction as stipulated by the Declarations of Deed Restrictions, Easements, Rights and Responsibilities. Ms. Green attended the June 10, 2014 meeting of the EDC and the proposed use was approved with conditions as follows:

- 1) *Hours of operations for outside of the pens to be from 6:30 a.m. to 6 p.m, and then walked outside individually until 9 p.m.*
- 2) *Dumpster and trash can enclosure will be three sided plus gate.*
- 3) *Screen of the East property line with natural obscuring conifers.*
- 4) *If external lighting needs review it shall be run through the Planning Director.*

While a dog kennel is not specifically listed in the PID district the ordinance does provide the Planning Commission the authority to determine if a proposed use that is not specifically listed in the ordinance is in harmony and with the character of the district and can be allowed. Section 14.30 (O) states: Other industrial uses not specifically stated or implied elsewhere which, in the determination of the Planning Commission, are similar to the principal permitted uses provided herein, and in harmony with the character of the District and the purpose and intent of this Article and the Comprehensive Plan of the City.

The Planning Commission reviewed the proposed use and discussed the possible impact and reviewed existing kennels in several other municipalities that were converted industrial park buildings and found the use was compatible with the district with the conditions as recommended by the EDC/LDFA.

Northern Michigan Holiness Church

The property located at 630 N Park Street owned by the Northern Michigan Holiness Camp Meeting Association is 3 parcels comprised of a group of platted lots that total approximately 2 acres. The property is bisected north to south by an alley and the east half of the property is separated by privately owned parcel. The property is located in the TRD zoning district.

For many years the property has been used for annual camp meetings held by the Holiness Church. The building on the property that had been used for this purpose was in disrepair and the Holiness Church requested to build a new facility for the same purpose and submitted an development plan for review. The use of the property for churches and places of worship with a maximum capacity of 500 people is a principal permitted use in the TRD district. The proposed structure has a maximum capacity of 117. The use was in compliance with ordinance requirements and the development plan met all standards for setbacks, lot coverage and building height and the plan was approved and the project was constructed in 2014.

417 Boyne Ave (White House)

The property located at 417 Boyne Ave is commonly known as the “White House” in reference to lumber baron William H White. The home was originally constructed in 1903 and used as residence by the White family until 1931. The interior and exterior of the building have been extensively remolded overtime and the building was converted into a 6 unit apartment building. No records of any plan review for the conversion to a multi family structure have been located. Several years ago the building was foreclosed upon and was abandoned.

The building is a conforming structure and is located in the Central Business District (CBD). Northern Homes submitted a proposal to convert the structure to a 4 unit senior apartments which is a principal permitted use in the CBD. Proposed site improvements include a ramp to provide accessibility to the building and improved parking lot. The paved parking lot will provide a total of 6 spaces with 1 ADA space and include 900 square feet of pervious parking surface. Existing dumpster and enclosure shall be removed. The proposed development plan was reviewed and approved by the Historic Commission and by the Planning Commission. Northern Homes is currently in the process of obtaining the building permit and procuring grant funds to complete the project.

Family Fare Sign

The current Boyne City Sign ordinance permits wall signage and free standing signs in the General Commercial District. On-premise, commercial free-standing signs, where the building has a front-yard setback of at least ten (10) feet, shall be limited to one such sign per lot in the front-yard area of the lot. Free standing signs may have 50 feet of sign area and be 10 feet in height and wall signs are permitted one square foot sign area per each linear foot of frontage up to 100 square feet.

In 2003 a variance for additional signage was requested and approved for Glen’s market. At the time the ordinance had a maximum amount of signage of 75 square feet for each business and all signage, free standing and wall, was combined and counted towards the total allowed. The variance approved by the zoning board of appeals approved a total amount signage of 242 square feet. It should be noted that at the time of the variance request the Bay Winds Credit Union was considered its own a principle building and the signage for that business was considered separate and not counted as part of the total.

The proposal exceeded the amount of wall signage allowed by the current ordinance by 118 square feet and the total amount of signage as approved by the zoning board of appeals in 2003 by 149 square feet. The free standing sign was nonconforming as it exceeded the maximum height and area. While the signage for the Bay Winds Credit Union was in conformance with the previous ordinance, it became nonconforming with the passage of the new ordinance and then the signage was abandoned when Bay Winds moved out and the space was incorporated into the existing Glen’s store. As the addition of the Starbucks sign to the free standing would have increased the amount of free standing signage by 42 square feet which would increase the size, the existing Bay Winds

sign was removed and the replaced with the Starbuck sign which was more conforming with ordinance standards.

Boyne Area Medical Center Expansion

Charlevoix Area Hospital has submitted an application for a development plan amendment for the Boyne Area Medical Center. The request was to construct a 54' x 25' (1,370 sqft) single story addition to the existing north building. The addition will be constructed to match the existing structure, utilizing similar materials. When completed the structure will appear as a unified structure. The proposed addition will add 8 exam rooms, 2 offices and a bathroom to the facility. The facility is adjacent to and shares parking with the Boyne Rehab Center which is also owned by Charlevoix Area Hospital. The use was is in compliance with ordinance requirements and the development plan met all standards for setbacks, lot coverage and building height and the plan was approved and the project was constructed in 2014.

Harborage Condominium Storage Building

The Harborage Condominium Association requested approval for a amendment to an approved development plan for the of construction a new 30 x 40 storage building for the outdoor storage on Association property located at the corner of Division and Second Streets.

In 1995 approval from the City was obtained for the relocation of 40' x 70' maintenance building from its location on Second Street to be used for the storage of maintenance equipment owned and used by the association for maintenance and upkeep of the association properties. At the time of the approval conditions were established that included no out door storage. In 2001 the Master Deed for the Harborage was amended to reconfigure the Maintenance Building parcel by acquiring approximately 3 acres of adjacent property. Since 2001 the building served as the maintenance and storage facility for The Harborage and the property has been used to varying degrees for outdoor storage. While the storage is well screened with a berm and mature vegetation, formal approval for the use of the property for outdoor storage was never requested or approved.

In August members of the Association attended a pre-application meeting with the planning commission and received direction from the commission on building design and landscaping for the outdoor storage. Based on the direction from the Commission a development plan amendment was submitted and was approved. Construction on the project was completed in 2014.

Amato Pre-Application

David Amato requested a pre-application meeting with the Planning Commission to discuss a proposal to convert a existing storage building in the Central Business District to a single family apartment. The structure is located on alley between Main and Pine. At the Planning Commission meeting the use and design of the building was discussed and the Planning Commission made recommendations for moving forward with a development plan submittal, however; a formal application and development plan has not been submitted for review.

Glenn Catt Pre-application

In August Glenn Catt had a pre-application review with the Planning Commission to review his proposal to redevelop the properties located at 202 Lake Street and 210 Front Street (commonly known as the old bus garage and Lake Street Mall) and amend the development plan of the conditional rezoning at One Water Street. The proposed uses include a bank with drive through, a restaurant, commercial space and residential units. As a result of the pre-application meeting it was determined that the existing zoning regulations prohibited the drive-through and the Planning Commission determined that a zoning ordinance amendment to allow drive-through for financial institutions should be implemented. An ordinance amendment allowing drive-through in the CBD was developed and was submitted to the City Commission for consideration. A formal application for amendment to the conditional rezoning, conditional use and development plan review has been submitted and will be reviewed in the spring of 2015.

Temprel Pre-application

Steve Habitz is the plant manager for Temprel Temperature Sensors located at 206 Industrial Air Industrial Park is proposing to renovate and expand their existing building. The existing structure is shown on the aerial below and is located in the Planned Industrial District. The proposed expansion would consist of a 60' x 64' plant addition on the back of the building and a 42' x 20' office addition on the front of the building. The office addition on the front of the building would encroach into the required 50' front yard setback approximately 15'. To further explore this proposal a pre-application meeting was scheduled with the Planning Commission. The planning commission discussed the proposal and reviewed the 50' setback for the Planned Industrial district and requested staff to draft recommendations for an ordinance amendment that would reduce the setback for the district. Recommendations for possible ordinance amendments for changing the setback have not yet been brought to the Planning Commission. Temprel Temperature Sensors has not yet submitted a formal application for development plan review.

Alley Vacation

A request for the vacation of a public way was submitted by Paul Barden to vacate a portion of East Street that is adjacent to Barden Lumber parking lot. The portion that is being requested to be vacated is the east 13 feet of the 82.5 foot right-of-way of East Street from the north right-of-way line of Main Street and south of the East West ¼ line of Section 35, measuring approximately 139 feet. The total area of land is approximately 1,807 square feet (0.04 Acres). The request was reviewed by City Staff and the Planning Commission and City Commission and based on the findings that the undeveloped and unused alley was not needed for any future expansion of utilities or public purpose the City Commission vacated the alley.

Ordinances

Food Truck Ordinance

In the spring of 2014 Planning Department received several inquiries from individuals interested in operating food trucks in Boyne City. As the City does not have a policy or set of requirements specifically regulating this type of business the issue was brought to the City Commission for discussion. At that meeting the Commission authorized staff to research the topic further, obtain community input, and bring back findings, alternatives and recommendations. Over several months public input was collected through presentations and facilitated meetings. At each of the meetings attendees completed a survey after a short presentation and open discussion and data was collected from a total of 67 surveys. Based on this information and reviews and feedback from the Main Street Board, the Planning Commission and the City Commission recommendations an ordinance regulating mobile food vendors was developed and presented to the City Commission. The City Commission scheduled a second reading on June 24th 2014 for proposed mobile food vending ordinance, however; due to the substantial opposition to mobile food vending as proposed the ordinance was rejected and the City Commission established a limited moratorium on the operation of mobile food vendors. The purpose of the moratorium was to try a find a impartial mediator to facilitate a committee to develop an ordinance. As of yet a suitable mediator has not been located and we are not sure one can be located. In September the moratorium was extended for an additional 90 days.

Noise Ordinance

For many years the City has had a noise ordinance in effect. The ordinance can be found in Article V, Offenses Involving Public Peace and Order, Section 31.141 Noise. In 2009 in response to complaints stemming from music being played at what was then 220 Lake Street, a citation was issued to Chris Theil for violation of the noise ordinance. A hearing on the matter was held in the Charlevoix County District Court in September of 2009. In the Court's opinion the noise ordinance was unconstitutionally vague due to the subjective nature violations were determined and the Court dismissed the City's claims against Mr. Theil. Given this opinion the Boyne City Police Department has not issued any subsequent citations for violation of section 31.141 Noise.

The Boyne City Police Department does receive noise complaints on a regular basis. Noise complaints compiled by the BCPD from 2008 to 2013 show that on average there are 61 noise complaints per year. Most complaints are due to music with an average of 28 complaints per year followed by neighbor complaints at 14 per year, dogs and vehicle complaints at 7 per year and complaints about loud parties at 6 per year. To assist the Police Department with dealing with these types of complaints the City Commission was presented with two types of noise ordinances a the May 27, 2014 meeting. One Ordinance established specific decibel limits for various districts and other ordinance identified the violations by types of activities and relies on officer's discretion to determine a violation. After review and discussion the Commission passed a motion that directed staff to work on a draft noise ordinance for the City based on the officer's

discretion model, not the decibel model. With guidance from the City legal council and the Planning Commission a noise ordinance was developed.

A noise ordinance was presented to the City Commission at its October 28th, 2014 meeting for a first reading and had a second reading on December 9th 2014. The ordinance was adopted by the Commission and became effective on December 24, 2014.

CBD Drive Through

At the pre-application meeting with Planning Commission Glenn Catt presented to the Commission a pre-application proposal for the redevelopment of the parcels located at 202 and 210 Lake Street which are currently the location of the Lake Street Mall and parking lot and the Boyne Arts Collective. After review and discussion of the Glenn Catt proposal, which includes a drive thru lane for a bank, the Planning Commission directed staff to put the issue of drive thru lanes in the Central Business District (CBD) on the September Planning Commission meeting agenda.

Projects and Plans

Master Plan Update

In August the City Commission approved a contract with Mary Campbell of MC Planning and Design to assist the City with the development to of the Master Plan. Since then she has had 4 meetings with the planning commission and facilitated a public input session on the future goals visions of the City. The Planning Commission has begun development of the draft goals, future land use plan, redevelopment strategy and zoning plan The next steps in the process are to finalize the draft and distribute it for public input then proceed with the plan adoption process.

Trail Town Plan

The Trail Town Plan was provided to the Planning Commission for review and recommendation prior submittal to the City Commission for consideration of adoption. Spearheaded by a planning grant received by LIAA, and facilitated by LIAA Planner, Harry Burkholder the City a committee was formed to develop Trail Town plan. The plan includes design components such as trail heads (with bathrooms, water, benches, trash, shelter, parking, signage, etc.), portals, pathways, gateways, economic centers and nodes. The trail system is designed to serve as the focal point of a tourism-centered strategy for economic development and local revitalization. The plan was adopted by the City Commission.

Redevelopment Ready Community Certification

The Planning Department staff continues to work with the representatives from MEDC towards certification of the City as a Redevelopment Ready Community (RRC). During the summer and fall Planning Staff attended 2 training modules that are required by the MEDC for certification. The training is provided to communities in the RRC program at no cost and covers the best practices for the RRC program. The City is very close to obtaining certification.

Loding Award

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

Grants

Planning Department staff has developed and/or assisted with the following grant applications.

Safe Routes to School

The federal Safe Routes to School (SRTS) program was created by Section 1404 of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), which was signed into public law (P.L. 109-59) on August 10, 2005. The Program provides funds to the States to substantially improve the ability of primary and middle school students to walk and bicycle to school safely.

Each State administers its own SRTS program and develops its own procedures to solicit and select projects for funding. In Michigan the SRTS program is administered by the Office of Economic Development of the Michigan Department of Transportation. The program establishes two distinct types of funding opportunities: infrastructure projects (engineering improvements) and non-infrastructure related activities (such as education, enforcement and encouragement programs). Each elementary and middle school is eligible for funding up to \$200,000 per school for infrastructure improvements and eligible for up to \$8,000 per school for educational programs.

The infrastructure items included in the grant submittal including new sidewalk from Boyne Hills Subdivision to the school campus on M-75, Beardsley and Brockway, new or replaced sections of sidewalk on Hull, Division, Pleasant and Lincoln, new sidewalk on west side of Lewis, rapid flashing beacons for M-75 crossings at Brockway and Beardsey and a reduced school speed zone and electronic signage for M-75. The grant was approved in part, the rapid flashing beacons and the proposed sidewalk on Lewis Street were not approved. Staff is still in discussion with MDOT in regards to the rapid flashing beacons to see if there are extenuating circumstances that may exist that would allow MDOT to approve installation.

Community Growth Grant

Networks Northwest Grant awarded for way-finding signage, an information kiosk and free public-access WI-FI in Old City Park. Project design and implementation is currently underway and scheduled to be completed by August 2015. Total Project amount is \$15,000 (\$7,500 grant + \$7,500 match).

Community Award Grant

Completed and submitted application to Rural Partners of Michigan Grant and was awarded \$800 for sponsorship of an artist for the Walkabout Sculpture Show.

PlacePlans Technical Services Grant Application

Through Michigan Municipal League and the MiPlace Partnership, Boyne City submitted a Place Plans Technical Services Grant and is among seven Michigan cities who were awarded this grant for technical assistance. with key economic development projects designed to attract and retain residents and employers. Specifically, Boyne City will get help coordinating a design plan for Sunset Park and surrounding areas. Total project value is \$36,000 (\$28,000 grant + \$8,000 match).

LED Street Lighting Project

Grant Application through Pure Michigan Energy Office for the City's proposal to save on energy and replacement costs by replacing 66 metal halide street lights in the downtown area with 66 LED street lights. Grant was not awarded.

Smart Growth America's Free Technical Assistance Workshop

Application through the USA Environmental Protection Agency for a free workshop to assist in the development of and implementation tools for a complete streets policy. Grant was not awarded.

Community Development Grant

Through Michigan Economic Development Corporation, the Infrastructure Economic Development Job Creation Program and the Community Development Block Grant Program. Created RFP, reviewed bids and hired Sara Christensen and Jan Kellogg from the NLEA as the Certified Grant Administrators for the Boyne Mountain Expansion Project (Sanitary Sewer Lind Expansion) with co-applicants Boyne Valley Township and Boyne USA, Inc. Still in the process of finalizing the contract agreement.

Little Traverse Band 2% Allocation

Grant Application for a Stryker Power Pro XT Stretcher on behalf of the Boyne City Emergency Services Department. The cost of the stretcher requested in the application is \$16, 286.55. The grantees have not been announced as of the date of this report.

Michigan Main Street Program

Fund Development Plan Service grant application for technical assistance to be provided to one Main Street community for the creation of a fund development plan to facilitate successful fundraising activities. The services included are: an organizational assessment through on-line surveys; group training focused on roles and responsibilities, leadership, fundraising methods and strategy; and a planning session that includes a full day with organizational leaders to develop plans that will include revenue goals, outcomes, actions steps, measures and timelines. The grantees have not been announced as of the date of this report.

Michigan Main Street Program

Business Succession and Transition Planning Services grant application for technical assistance including a workshop and consultation service that will assist business owners and entrepreneurs in planning a successful exit from their business when the time is right to move on. This service specifically assists business owners at the beginning, middle and/or end of their career to make sure any future transition is seamless, and that they are happy with the outcome of the agreement. In addition to a two hour seminar, approximately five business owners will receive individual hour and a half consultations. The grantees have not been announced as of the date of this report.

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. Over the past year hundreds of maps were created and produced in support of other 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.

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 on East Street and Ray Streets.

Membership of Boards and Commissions

The Planning Commission and the Zoning Boards of Appeals are both currently fully staffed. In May Jason Biskner, James Kozlowski, and Jane McKenzie were reappointed to the Planning Commission, in September Robert Carlile was reappointed to the Zoning Board of Appeals.

Training

Planning Staff attended Redevelopment Ready Community training Modules 3-4 covering RRC Best Practices on Community Plans and Public Outreach, Zoning Policy and Regulations and Development Plan Review Processes.

The Michigan Association of Planning annual planning conference held on Mackinaw Island was attended by the Planning Director and Assistant Planner.

Assistant Planner attended Zoning Administrator Certification course and obtained certification.

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 2015

2014 Zoning Permits

Accessory Buildings	11
Residential Additions	18
Commercial Addition	5
Multi Family	1
New Dwellings	9
Total	44

Permit Fees Collected: \$2,850

Total Project Value: \$6,310,800

Enforcement

Enforcement Activity Jan-Dec 2014

Complaints Received	56
Site Inspections	170
Enforcement Letters Sent	99
Phone Contacts	74
In Person Contacts	22

Dilapidated Structure	1
Junk Cars	18
Junk/Trash	27
Miscellaneous	4
Permit Violation	1
Signs	4
Weeds	47
Yard Sale Signs	32
Total	134