



City of Boyne City

Founded 1856

319 N. Lake Street

Boyne City, Michigan 49712
www.cityofboynecity.com

Phone 231-582-6597
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AGENDA

BOYNE CITY PLANNING COMMISSION

Monday May 21, 2018 5:00 p.m.
Boyne City Hall



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

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

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

Approval of minutes from the March 19, 2018 Boyne City Planning Commission meetings.

4. Hearing Citizens Present (*Non-Agenda Items*)
5. Reports of Officers, Boards, Standing Committees
6. Unfinished Business
7. New Business
 - A. Sketch Plan 204 Air Industrial Park Dr.
 - B. Pre-Application meeting proposed zoning change for 402 State St.
8. Staff Report
9. Good of the Order
10. Adjournment – Next Meeting June 18, 2018

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

Approved: _____

**Meeting of
March 19, 2018**

Record of the proceedings of the Boyne City Planning Commission regular meeting held at Boyne City Hall, 319 North Lake Street, on Monday March 19, 2018 at 5:00 pm.

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

Call to Order

Present: Ken Allen, Jason Biskner, George Ellwanger, Chris Frasz, Tom Neidhamer, Jeff Ross and Joe St. Dennis

Roll Call

Absent: Jim Kozlowski and Aaron Place

Excused Absences

****Motion**

2018-03-19-02

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

Meeting Attendance

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

Public Present: 3

Consent Agenda

****Motion**

2018-03-19-03

Neidhamer moved, Ross seconded, PASSED UNANIMOUSLY, a motion to approve the consent agenda, the Planning Commission minutes from February 19, 2018 as presented.

**Citizen comments on
Non-Agenda Items**

None

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

None

Unfinished Business

None

New Business

**Sketch Plan Review
Van Dam Marine Co.
at 970 E. Division St.**

Planning Director McPherson reviewed his staff report included in the agenda packet. Van Dam Marine Co. is proposing a 25' x 80' shop addition and a 34' x 80' two story office addition to replace the existing office structure and to give them additional bench and tool space in the shop. The proposed shop addition will match the height and color scheme of the existing structure and the proposed office space will be located to the north end of the structure; with the sketch plan indicating these materials will be different. They are indicating that the area in front of the building will be paved. This will be an amendment of a previously approved sketch plan review.

Steve VanDam: Owner – By looking at this rendering, you can see that we have proposed a visual contrast from the shop and the office area. We will paint the old shop building the same color to match the newer siding used for the shop expansion. We are at a point in the business where we need to step up our game to continue to improve our image with the success of the business. We will temporarily move the existing office to the east and rotate it 90 degrees to use during the construction phase, we will not be putting it on a foundation. Once the construction is completed, we will move the structure to possibly use for the Boyne Boat Yard office, may sell or donate it, or may put someplace on the property and use for entry level intern housing.

Biskner – What is the timing of the project? **VanDam** – we anticipate to be done by

the end of the year, 6 to 9 months.

St. Dennis – Will the flag pole be lit? **VanDam** – we have not determined that as of yet, our current one is not lit, and I know that is not correct etiquette.

St. Dennis – They have solar kits with downward lighting to protect the dark sky that could be used. **VanDam** – We did not know something like that existed we would definitely be on board with that, and will check it out.

At this point, Chair Frasz read through and facilitated discussion on the Finding of Facts, Section 19.4 Development Plan Approval Criteria. (filed)

****Motion**

After board discussion, **motion by Ross, seconded by Ellwanger** to approve the amended sketch plan review submitted by VanDam Marine at 970 E. Division Street as presented.

Roll Call:

2018-3-19 7A

Ayes: Allen, Biskner, Ellwanger, Frasz, Neidhamer, Ross and St. Dennis

Nays: None

Absent: Kozlowski and Place

Abstain: None

Motion Carries

Adoption of the M-75 Corridor Plan review proposed ordinance amendment recommendations

Planning Director McPherson reviewed the final draft report that was included in the agenda packet. The report has incorporated the suggestions that were made by Wilson Township and the City. It reflects the vision of the corridor from the point of each of the communities and is a good mix. Some of the suggestions regarding shared driveways, access management, architecture, landscaping, and signage will be handled by the communities, and some are mandated by MDOT such as wider shoulders and a middle turn lane. Unknown if they will occur, however, it is easier to get some of the suggestions to fruition if there is a plan in place, especially one that involves 3 communities that have created a plan cooperatively. With no further board discussion, **motion by St. Dennis, seconded by Allen** recommending approval of the M75 Corridor Plan to the City Commission as presented.

****Motion**

Roll Call:

2018-3-19 7B

Ayes: Allen, Biskner, Ellwanger, Frasz, Neidhamer, Ross and St. Dennis

Nays: None

Absent: Kozlowski and Place

Abstain: None

Motion Carries

Additionally, the MEDC Team submitted proposed changes/additions to our zoning ordinance, Section XXIII Landscape Standards and Section XXIV Access Management requirements. Staff is willing to do a comparison with what we have currently and what has been proposed. Perhaps the board should review the documents and have discussions at a future meeting.

Staff Report

- During a recent meeting, when the planning report was submitted to the City Commission for review, Commissioner Solomon asked a question regarding a development work plan for the Planning Commission; it is not anything that has been done in the past, but would be a good idea and with the new goal

setting process upcoming, when it is completed, it may be a valuable exercise for the commission to look at to implement some of the goals and what you may want to accomplish over the next year. This would be a stand - alone meeting to focus on this primary objective.

- Planning Director McPherson will be out of the office next week, if you have any questions, Patrick Kilkenny will be available.
- Tomorrow, March 20th will be an all-day budget work session with the Commissioners and Department Heads.

Good of the Order

- Will the Rivermouth bathrooms share the same color & material scheme as the new city hall and the pavilion? Unknown what the materials will be, Trust Fund Grants have been applied for to help with the renovations.
- Ross inquired about any future plans to install bathroom facilities in Old City Park. At this point, infrastructure is in place; however, there are no current plans for restroom facilities. It was noted that there are no public facilities in this part of town, and are really needed for the various festivals and events held.

Adjournment

****Motion**

The next regular meeting of the Boyne City Planning Commission is scheduled for Monday, April 16, 2018 at 5:00 p.m.

2018-03-19-10

Neidhamer moved Ross seconded, PASSED UNANIMOUSLY a motion to adjourn the March 19, 2018 meeting at 6:19 p.m.

Chair Chris Frasz

Recording Secretary Pat Haver

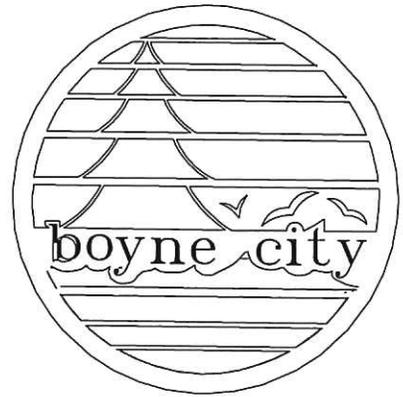
CITY OF BOYNE CITY

To: Chair Chris Frasz, and fellow Planning Commissioners

From: Scott McPherson, Planning Director

Date: May 21, 2018

Subject: 204 Air Industrial Park



Background Information

The property located at 204 Air Industrial Park Dr is owned by Larry Jones. The property is in the PID zoning district and is approximately 0.988 Acres. A 54'x 60' shop addition and 16' x 54' lean-to addition the existing 2,842 square foot existing building is being proposed.

Discussion

The proposed addition will be added to the east side of the existing building and will match the size, character and color of the existing structure. A proposed site plan and elevations of the proposed addition have been submitted for review. As the property is located in the PID zoning district a review by the EDC/LDFA is required and was completed on May 14, 2018. The proposal was recommended for approval by the EDC/LDFA and the draft minutes from the meeting have been attached for your review.

PROCESS

The application requires sketch plan review as per article 19 Development Plan Requirements, and a checklist of the requirements has been attached for your review and consideration.

RECOMMENDATION

The Planning Commission should then review the applicable development plan requirements and make a determination based on the relevant facts if the standard is met, not met or met with conditions. If approved with conditions the conditions must be listed, if denied the reasons for denial must be stated.

**SKETCH PLAN REVIEW STANDARDS
FINDINGS OF FACT
204 Air Industrial Park**

Section 19.40 Development Plan Approval Criteria.
In order that buildings, open space and landscaping will be in harmony with other structures and improvements in the area, and to ensure that no undesirable health, safety, noise and traffic conditions will result from the development, the Planning Commission shall determine whether or not the development plan meets the following criteria, unless the Planning Commission determines that one or more of such criteria are inapplicable:

ORDINANCE REQUIREMENT	STATUS	FINDINGS
<p><u>A. General.</u> All elements of the development plan shall be designed to take into account the site's topography, the size and type of plot, the character of adjoining property, and the traffic operations of adjacent streets. The site shall be developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this Ordinance. The development plan shall conform with all requirements of this Ordinance, including those of the applicable zoning district(s).</p>	<p>The subject parcel is located at 2504 Air Industrial Park. The parcel is zoned PID and is approximately 1 Acres. Site is flat and clear with no significant vegetation or topography. The proposal conforms to all dimensional and use requirements of the zoning district.</p>	
<p><u>B. Building Design.</u> The building design shall relate to the surrounding environment in regard to texture, scale, mass, proportion, and color. High standards of construction and quality materials will be incorporated into the new development. In addition to following design guidelines adopted in specific district or sub-area plans, the building design shall meet the architectural and building material requirements of this Ordinance.</p>	<p>The proposed building addition matches the size and character of the existing adjacent structures on the site.</p>	
<p><u>C. Preservation of Significant Natural Features.</u> Judicious effort shall be used to preserve the integrity of the land, existing topography, and natural, historical, and architectural features as defined in this Ordinance, in particular wetlands designated /regulated by the Michigan Department of Environmental Quality, and, to a lesser extent, wetlands which are not regulated by the Department.</p>	<p>The proposal does not impact any significant natural features</p>	
<p><u>D. Streets.</u> All streets shall be developed in accordance with the City of Boyne City Subdivision Control Ordinance and City Municipal Standards, unless developed as a private road in accordance with the requirements of the City.</p>	<p style="text-align: center;">Not Applicable</p>	

**SKETCH PLAN REVIEW STANDARDS
FINDINGS OF FACT
204 Air Industrial Park**

<p><u>E. Access, Driveways and Circulation.</u> Safe, convenient, uncongested, and well defined vehicular and pedestrian circulation within and to the site shall be provided. Drives, streets, parking and other elements shall be designed to discourage through traffic, while promoting safe and efficient traffic operations within the site and at its access points. All driveways shall meet the design and construction standards of the City. Access to the site shall be designed to minimize conflicts with traffic on adjacent streets, particularly left turns into and from the site. For uses having frontage and/or access on a major traffic route, as defined in the City of Boyne City Comprehensive Plan, the number, design, and location of access driveways and other provisions for vehicular circulation shall comply with the access management provisions of this Ordinance.</p>	<p style="text-align: center;">Existing driveway and circulation will be used.</p>	
<p><u>F. Emergency Vehicle Access.</u> All buildings or groups of buildings shall be arranged so as to permit necessary emergency vehicle access as required by the Fire Department, Ambulance Department and Police Department.</p>	<p style="text-align: center;">Emergency vehicle access is provided.</p> <p style="text-align: center;">The proposal was submitted to the Chief of Police, Fire Chief and Ambulance Director with no issues noted by any of them</p>	
<p><u>G. Sidewalks, Pedestrian and Bicycle Circulation.</u> The arrangement of public or common ways for vehicular and pedestrian circulation shall be connected to existing or planned streets and sidewalks/pedestrian or bicycle pathways in the area. There shall be provided a pedestrian circulation system which is separated from the vehicular circulation system. In order to ensure public safety, special pedestrian measures, such as crosswalks, crossing signals and other such facilities may be required in the vicinity of primary and secondary schools, playgrounds, local shopping areas, fast food/service restaurants and other uses which generate a considerable amount of pedestrian or bicycle traffic.</p>	<p style="text-align: center;">No Applicable</p>	
<p><u>H. Barrier-Free Access.</u> The site has been designed to provide barrier-free parking and pedestrian circulation.</p>	<p style="text-align: center;">Not Applicable</p>	

**SKETCH PLAN REVIEW STANDARDS
FINDINGS OF FACT
204 Air Industrial Park**

<p><u>L. Parking.</u> The number and dimensions of off-street parking [spaces] shall be sufficient to meet the minimum required by this Ordinance. However, where warranted by overlapping or shared parking arrangements, the Planning Commission may reduce the required number of parking spaces, as provided in this Ordinance.</p>	<p>The proposed use additional cold storage area. Business will have between 5 and 8 employees. Existing 14 spaces parking area meets parking ordinance requirements</p>	
<p><u>J. Loading.</u> All loading and unloading areas and outside storage areas, including refuse storage stations, shall be screened in accordance with this Ordinance.</p>	<p>No outside storage is proposed. Existing trees provide screening of loading area.</p>	
<p><u>K. Landscaping, Screening, and Open Space.</u> The landscape shall be preserved in its natural state, insofar as practical, by removing only those areas of vegetation or making those alterations to the topography which are reasonably necessary to develop the site in accordance with the requirements of this Ordinance. Landscaping shall be preserved and/or provided to ensure that proposed uses will be adequately buffered from one another and from surrounding public and private property. Landscaping, landscape buffers, greenbelts, fencing, walls and other protective barriers shall be provided and designed in accordance with the landscaping provisions of this Ordinance. Recreation and open space areas shall be provided in all multiple-family residential and educational developments.</p>	<p>No additional landscaping is proposed</p>	
<p><u>L. Soil Erosion Control.</u> The site shall have adequate lateral support so as to ensure that there will be no erosion of soil or other material. The final determination as to adequacy of, or need for, lateral support shall be made by the Planning Director or City Engineer, and have a valid Charlevoix County Soil Erosion permit.</p>	<p>Obtain soil erosion permit from Charlevoix County if required.</p>	

**SKETCH PLAN REVIEW STANDARDS
FINDINGS OF FACT
204 Air Industrial Park**

<p><u>M. Stormwater Management.</u> Appropriate measures shall be taken to ensure that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system. Provisions shall be made to accommodate stormwater which complements the natural drainage patterns and wetlands, prevent erosion and the formation of dust. Sharing of stormwater facilities with adjacent properties shall be encouraged. The use of detention/retention ponds may be required. Surface water on all paved areas shall be collected at intervals so that it will not obstruct the flow of vehicular or pedestrian traffic or create standing water. All such measures shall comply with the Charlevoix County Stormwater Ordinance.</p>	<p>Existing stormwater retention areas to be used to collect stormwater.</p>	
<p><u>O. Lighting.</u> Exterior lighting shall be arranged so that it is directed preferably downward onto the subject site and deflected away from adjacent properties. Lighting shall not impede the vision of traffic along adjacent streets. Flashing or intermittent lights shall not be permitted.</p>	<p>Additional lighting not shown on provided plan.</p>	
<p><u>P. Noise.</u> The site has been designed, buildings so arranged, and activities/equipment programmed to minimize the emission of noise, particularly for sites adjacent to residential districts.</p>	<p>Use similar to existing and not anticipated to increase or change</p>	
<p><u>Q. Mechanical Equipment.</u> Mechanical equipment, both roof and ground mounted, shall be screened in accordance with the requirements of this Ordinance.</p>	<p>No mechanical roof top units shown on plan.</p>	
<p><u>R. Signs.</u> The standards of the City of Boyne City's Sign Ordinance are met.</p>	<p>No additional signage proposed.</p>	

**SKETCH PLAN REVIEW STANDARDS
FINDINGS OF FACT
204 Air Industrial Park**

<p><u>S Hazardous Materials or Waste.</u> For businesses utilizing, storing or handling hazardous material such as automobile service and automobile repair stations, dry cleaning plants, metal plating industries, and other industrial uses, documentation of compliance with state and federal requirements shall be provided.</p>	<p style="text-align: center;">No hazardous materials or waste will be coming from the site</p>	
<p><u>T. Other Agency Reviews.</u> The applicant has provided documentation of compliance with other appropriate agency review standards, including, but not limited to, the Michigan Department of Natural Resources, Michigan Department of Environmental Quality, Michigan Department of Transportation, Charlevoix County Drain Commissioner, Northwest Michigan Community Health Agency, Charlevoix County Building Department, and other federal and state agencies, as applicable.</p>	<p style="text-align: center;">Other agency reviews as required</p>	
<p><u>U. Approval Process.</u> The development plan shall be reviewed by the Planning Commission. If disapproval is recommended, the Planning Commission shall cite reasons for such disapproval. If the Planning Commission finds a development plan not in conformity with this section, it may, at its discretion, return the development plan to the applicant with a written statement of the modifications necessary to obtain approval. Upon resubmission of the modified development plan, the Planning Commission shall review the plan. The Commission may approve, disapprove or approve subject to compliance with such modifications and conditions as may be deemed necessary to carry out the purpose of this Ordinance and other ordinances and resolutions of the City. If disapproved, the Planning Commission shall cite reasons for such disapproval.</p>		

AI

150-011

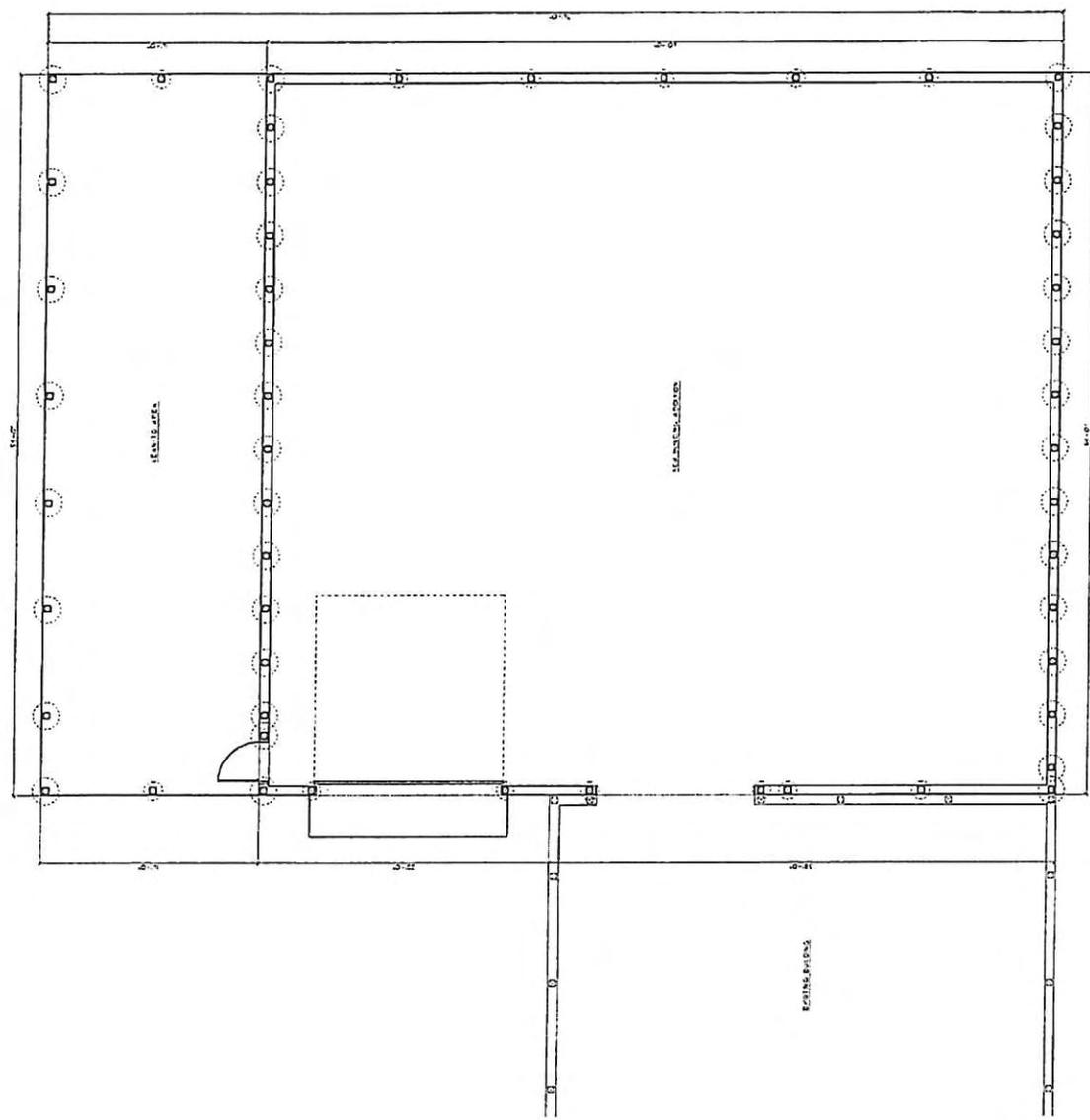
JONES POLE BARN

AIR INDUSTRIAL PARK

AR INDUSTRIAL PARK DRIVE
BOYD CITY, MICHIGAN

ARCHITECTS
SIDELL
ARCHITECTS
GENERAL ARCHITECTS
1000 WEST LANSING
ANN ARBOR, MI 48106
PHONE (313) 761-1100

DATE	DESCRIPTION
3/1/78	ORDER REVISED
1/1/78	REVISED
1/1/78	DATE
1/1/78	DATE



FLOOR/FOUNDATION PLAN

A3

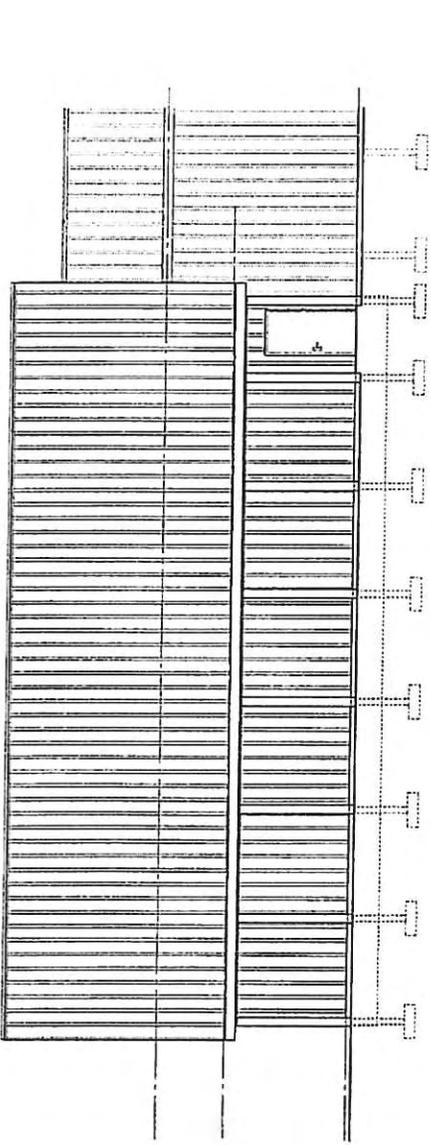
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PROJECT: JONES POLE BARN
AIR INDUSTRIAL PARK
DOVNS CRT, MICHIGAN

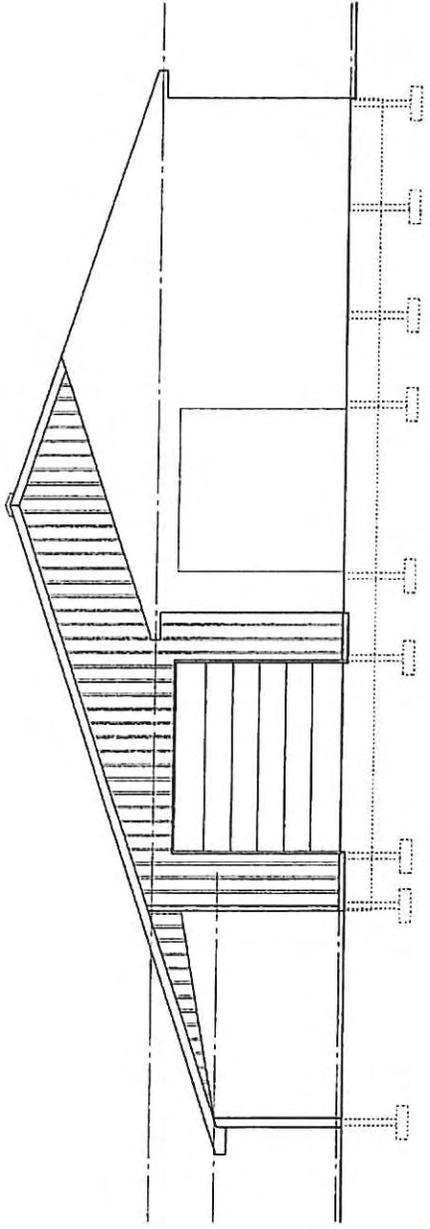
QUANTITY: 100
SCHEDULE: 100
DATE: 10/1/10
PROJECT: JONES POLE BARN
AIR INDUSTRIAL PARK
DOVNS CRT, MICHIGAN

ARCHITECTS: SIDDELL ARCHITECTS
114 N. GERRITSON AVE.
ANN ARBOR, MI 48106
PHONE: 734.769.1234
FAX: 734.769.1235

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NORTH ELEVATION



WEST ELEVATION

A4

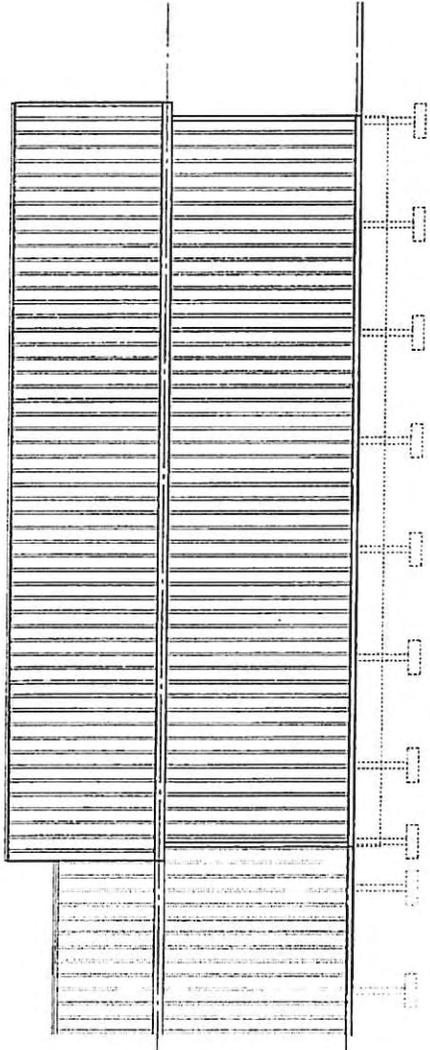
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JONES POLE BARN
AIR INDUSTRIAL PARK

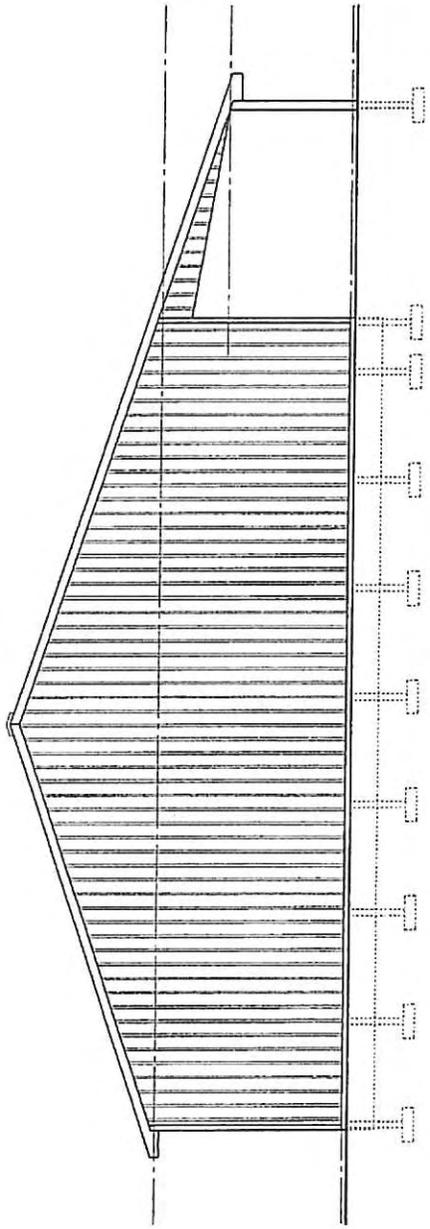
PROJECT: AIR INDUSTRIAL PARK DRIVE
BORNE CITY, MICHIGAN

ARCHITECTS
SEIDELL
ARCHITECTS

DATE	DATE	DATE	DATE
3/1/18	3/1/18	3/1/18	3/1/18
OWNER REVIEW	OWNER REVIEW	OWNER REVIEW	OWNER REVIEW
DATE	DATE	DATE	DATE
3/1/18	3/1/18	3/1/18	3/1/18
DATE	DATE	DATE	DATE
3/1/18	3/1/18	3/1/18	3/1/18



SOUTH ELEVATION



EAST ELEVATION



SCALE IN FEET 1" = 20'



PREPARED FOR:
CATHERINE E. JONES TRUST
115 WEST PINE
BOYNE CITY, MI 49712

SITE & BOUNDARY SURVEY

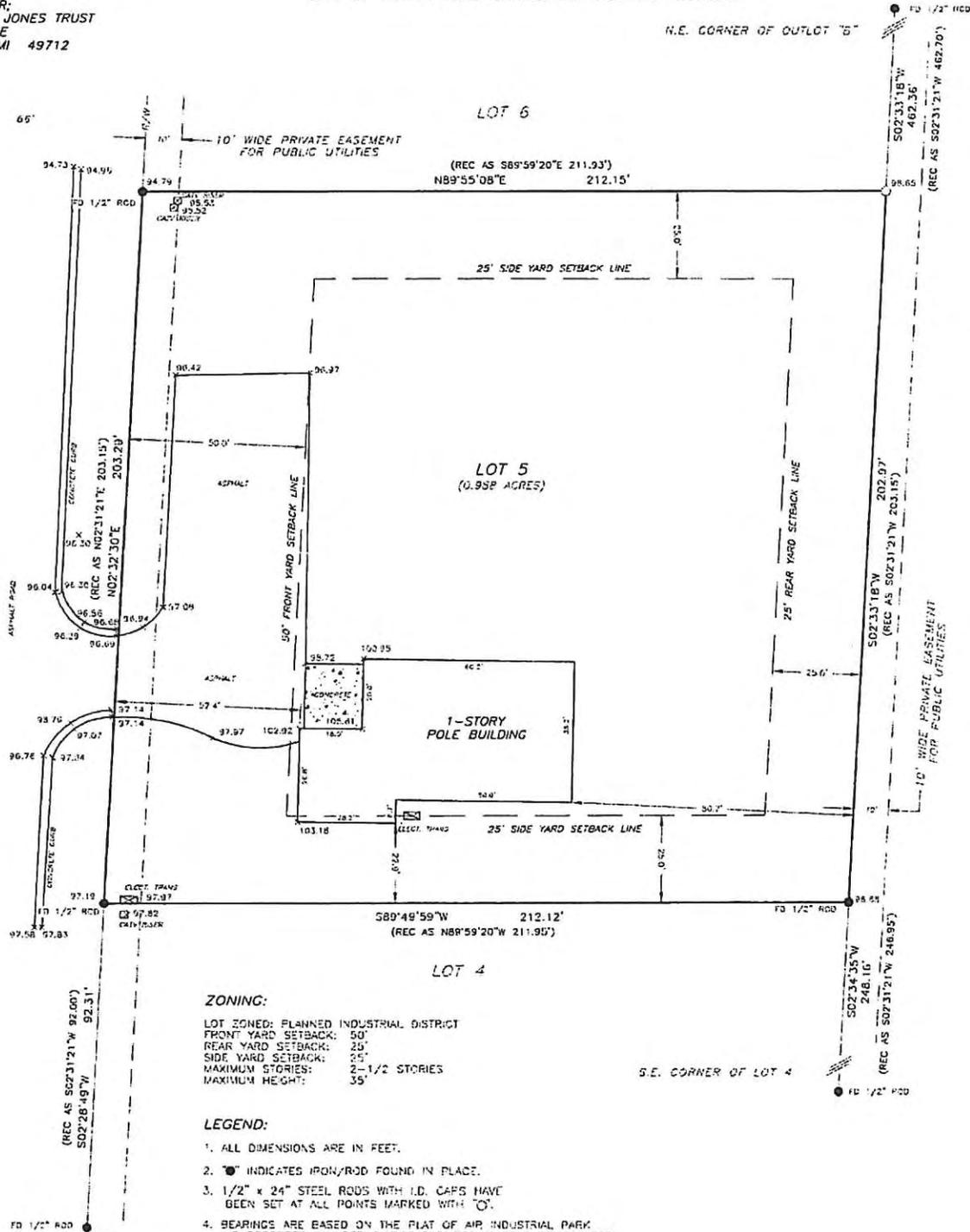
FOR

LOT 5

BOYNE CITY AIR INDUSTRIAL PARK
CITY OF BOYNE CITY, CHARLEVOIX COUNTY, MICHIGAN

N.E. CORNER OF OUTLOT "B"

AIR INDUSTRIAL PARK DRIVE
66' WIDE PUBLIC RIGHT OF WAY



ZONING:
LOT ZONED: PLANNED INDUSTRIAL DISTRICT
FRONT YARD SETBACK: 50'
REAR YARD SETBACK: 25'
SIDE YARD SETBACK: 25'
MAXIMUM STORIES: 2-1/2 STORIES
MAXIMUM HEIGHT: 35'

LEGEND:
1. ALL DIMENSIONS ARE IN FEET.
2. ● INDICATES IRON/ROD FOUND IN PLACE.
3. 1/2" x 24" STEEL RODS WITH I.D. CAPS HAVE BEEN SET AT ALL POINTS MARKED WITH "O".
4. BEARINGS ARE BASED ON THE PLAT OF AIR INDUSTRIAL PARK AS RECORDED IN LIBER 2, PGS 368-369, CHARLEVOIX CO. REC.
5. SPOT ELEVATIONS AS SHOWN ARE EXISTING GROUND ELEVATIONS. ELEVATIONS ARE ON AN ASSUMED BASE.

SHERMAN A. CHAMBERLAIN, JR. P.E. NO. 75834

PARCEL ADDRESS:
204 AIR INDUSTRIAL PARK DR.
BOYNE CITY, MI 49712
TAX ID: #051-300-005-00

FERGUSON & CHAMBERLAIN ASSOCIATES, INC. PROFESSIONAL SURVEYORS 103 E. WILKIN DR. #303 CHARLEVOIX, MICHIGAN 49723 PHONE: (231) 547-8932 EMAIL: info@fergusonchamberlain.com				DATE: 12/20/2017		
CLIENT: C.E. JONES TRUST	BY: SAC	PROJECT NO: 25747-02.005				
JOB NO: 40-262570.17	SHEET: 1	OF: 1				
DATE: 12/20/17	REVISION:					



Approved _____

**MEETING OF
May 14, 2018**

**MINUTES OF THE BOYNE CITY ECONOMIC DEVELOPMENT CORPORATION
MEETING DULY CALLED AND HELD ON MONDAY, May 14, 2018 at CITY
HALL ~ 319 N Lake St, Boyne City**

CALL TO ORDER

Chair Gillett called the meeting to order at 12:00 p.m.

ROLL CALL

Present: Kelly Bellant, Michael Cain, Michelle Cortright, Pete Friedrich, Ralph
Gillett, Josette Lory, Drew May
Absent: Pat Anzell, Marilea Grom

**EXCUSED ABSENCES
MOTION**

Cain moved, Friedrich seconded, PASSED UNANIMOUSLY to excuse Pat Anzell

MEETING ATTENDANCE

Staff: Recording Secretary Jane Halstead
Public: Seven

**MINUTE APPROVAL
MOTION**

Bellant moved, Lory seconded, PASSED UNANIMOUSLY to approve the
minutes of March 12, 2018.

NEW BUSINESS

Larry Jones Pole Barn

Larry Jones was at the meeting to explain plans he has to expand the building he currently has in the business park. The builder provided blue prints and explained what is being constructed. The additional space will be used for cold storage by an online retail motorcycle parts business that is currently renting space and running a business from the location. The parts business will have between 5 and 8 full-time employees by summer. There will be no outdoor storage and there is plenty of parking.

MOTION

Cortright moved, Cain seconded, PASSED UNANIMOUSLY to approve Larry
Jones's expansion plans as presented and forward them on to the Planning Department.

Van Dam Marine IFEC
Application

Representatives from Van Dam Marine were present to request an Industrial Development Facilities Exemption Certificate for their property at 970 E Division Street. The property is not located in the Business Park but is still eligible for a tax abatement. Van Dam is building an addition to their production facility and building a 2-story office expansion. The company currently employs 27 people and projects 5 new hires resulting from the expansion. The Board reviewed the application using the Abatement Criteria Formula and determined Van Dam Marine met the criteria required to receive a 12 year abatement.

MOTION

Cortright moved, Lory seconded, PASSED UNANIMOUSLY to recommend
consideration by the City Commission to provide a 12 year tax abatement to Van
Dam Marine.

UNFINISHED BUSINESS
Business Park Inquiries

None.

GOOD OF THE ORDER

Aerial photographs of the City were taken recently. This was funded by monies awarded from a SAW grant. The images are 3D and will provide topographical data. The images are expected back in approximately 2 months.
Louie's Market is now open. There is more traffic back-up on M-75.
The sign for the Business Park west of Classic Instruments has fallen down. It will be repaired and possibly moved.

ANNOUNCEMENTS

The next regular meeting of the EDC is scheduled for July 9, 2018 at Noon.

ADJOURNMENT

The May 14, 2018 Economic Development Corporation meeting was adjourned at 12:48 p.m.

Jane Halstead, Recording Secretary

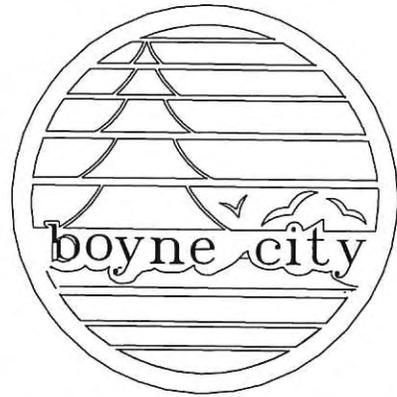
CITY OF BOYNE CITY

To: Chair Chris Frasz, and fellow Planning Commissioners

From: Scott McPherson, Planning Director

Date: May 21, 2018

Subject: 402 State St. Rezoning Pre-application meeting



A request for a pre-application meeting with the planning commission to discuss the potential rezoning of 402 State St. has been received from Ron Mills who is interested in using the property for the location for an office for his financial consulting business. Mr. Mills has requested a pre-application meeting to discuss the possibility of conditional zoning the property to allow the use. As the Commission may recall a similar pre-application request was discussed at the January 19, 2015 meeting. The staff report regarding that request and the minutes from the meeting have been attached for your reference.

CITY OF BOYNE CITY

To: Chair Jane MacKenzie and fellow Planning Commissioners

From: Scott McPherson, Planning Director

Date: January 19, 2015

Subject: 402 State St. Rezoning Pre-application meeting



A request for a pre-application meeting with the planning commission to discuss the potential rezoning of 402 State St. has been received from Dick Knight. Mr. Knight is a realtor who is representing a client that is interested in using the property for a commercial kitchen and would like to discuss the possibility of rezoning the property to a commercial district to allow the use.

The property is located on the corner of State (M-75 S) and Jefferson is currently zoned Traditional Residential District. The parcel is lot 19 of the W.H. White and Co's Addition and is 7,320 sqft parcel measuring and 60' x 132'. The lot conforms to ordinance standards for lot size and area. There is an existing 20' x 30' vacant nonconforming structure on the property that encroaches into the side and rear setbacks. At one time the structure was used to prepare and sell food however that nonconforming use has been abandoned as the structure has been vacant for many years.



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