

**Meeting of
July 17, 2017**

Record of the proceedings of the Boyne City Planning Commission regular meeting held at Boyne City Hall, 364 North Lake Street, on Monday July 17, 2017 at 5:00 pm.

Call to Order

Secretary Ellwanger called the meeting to order at 5:01 p.m.

Roll Call

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

Meeting Attendance

City Officials/Staff: Planning and Zoning Administrator Scott McPherson and Recording Secretary Pat Haver
Public Present: 6

**Excuse Frasz
Motion

2017-07-17-02
Neidhamer moved, St. Dennis seconded, PASSED UNANIMOUSLY, a motion to excuse the absence of Chris Frasz.

**Consent Agenda
Motion

2017-07-17-03
St. Dennis moved, Ross seconded, PASSED UNANIMOUSLY, a motion to approve the consent agenda; approval of the Planning Commission minutes from May 22, 2017.

**Citizen comments on
Non-Agenda Items**

None

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

None

Unfinished Business

None

New Business

Planning Director McPherson reviewed his memo in the agenda packet regarding Planning Commissioners roll in making recommendations to the City Commission. It is an informal policy for all of the cities' boards and commissions. The legislative body is not bound by any of the recommendations that are made to them. Included in the memo is the actual ordinance section that identifies how PC members are appointed, and identifies the process the City Commission goes through when a member needs to be appointed. Proposed policy language is being provided for the Planning Commission review and consideration:

Expiration of Term

Upon the expiration of a term of a sitting planning commission member, and the member wishes to continue membership on the Commission, the sitting member will automatically be considered for reappointment at the meeting prior to the expiration of their term to refill the position. At their discretion, the Planning Commission may consider and recommend any other eligible candidates to fill the vacancy

Vacancy of Term

Upon a vacancy by any means other than the expiration of the term, the recommendation of appointment to the planning commission shall be included as new business item on the next available agenda. The Planning Commission shall be presented with all the candidates that have completed a Boyne City Board Application and have indicated the Planning Commission as an area of interest on the form. The Planning Commission may only consider applicants that meet the eligibility requirements as stipulated in section 2-257(A)(1) & (2). All potential candidates will be contacted prior to the meeting to confirm continued interest in the appointment and invited to the

meeting in which they may be considered for recommendation for appointment. At the meeting all applicants in attendance will be provided an opportunity to make presentation to the Planning Commission.

Recommendation

In the consideration of a recommendation to fill a vacancy of term the planning commission shall use the membership criteria as listed in Section 2(A)1&2 of the Planning Commission Bylaws as a guide. A motion to recommend appointment to fill only the currently vacant position should be made. A recommendation by the Planning Commission is advisory only and has no legal force or effect. Neither the City Commission nor the Planning Commission is bound in any way by any current or previous recommendations for appointments. The recommendation for the appointment made by the planning commission and the applications of all other eligible applicants considered by the Planning Commission will be submitted to the next available City Commission agenda for their review and consideration.

The most appropriate section would be Section 2 to incorporate this new language into. It has been what the Planning Commission has been doing all along; however, it is now being created to include in the bylaws.

Public Comment opened at 5:13 pm.
With no comments, closed at 5:13 pm

****Motion**

After further board discussion, **motion by St. Dennis, seconded by Allen, PASSED UNANIMOUSLY**, to amend the Planning Commission bylaws to include the suggested language as written and place under Section 2.

Because the board has new members since the adoption of the Planning Commission Bylaws in 2009 and as a general review for all of the board members, Planning Director McPherson read, reviewed and facilitated discussion with the board the current bylaws.

**Review proposed
Veterans Park
Pavilion Renovation**

Planning Director McPherson facilitated discussion on the proposed renovations. This would be a phased project with the money that has been pledged and raised so far. The pavilion has to be updated; it is in the Recreation Plan and this year's Capital Improvement Plan. The Pavilion Committee members want to move forward with the project. The board liked the proposed layout however, had questions about a couple of minor items. Some of the board members want to see some sort of park layout with everything in the park indicated.

****Motion**

After board discussion, **motion by Allen, seconded by Neidhamer**, to recommend approval and to move forward with the Veterans Park Pavilion Renovation plans as proposed.

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Roll Call:

Aye: Allen, Biskner, Ellwanger, Kozlowski, Neidhamer, Ross and St. Dennis

Nay: None

Absent: Frasz and Place

Motion Carries

Staff Report

- Met with representatives of the Redevelopment Ready Community Organization in regards to the M75 Corridor Plan with the City of Boyne City, Boyne Valley and Wilson Townships due to a lot of transition in the corridor.
- Sav A Lot development is looking at next year for starting. The township and the City are in negotiations for a needed 425 agreement due to a need to

upgrade the water and sewer facilities on this development project.

- Access management with driveways and how they are aligned is important along with maintenance and approval. Because we are an RRC certified municipality MEDC is willing to offer technical assistance on an Access Management Plan.
- Boyne Valley Trailway is moving forward and the contract has been signed with NDG for trail design and construction engineering.

Good of the Order

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- Commissioner St. Dennis had over heard discussion about cutting down the Maple trees on Elm Street, is anyone aware of this? McPherson indicated that he had not heard of anything, and the City's policy is not to remove trees that are healthy, just those that are diseased or dying. April Raycraft from the audience indicated that it was Consumers that was removing some trees due to interference with the power lines.
 - Move in date to the new City Facilities is looking at July 28th or 29th.

Adjournment

The next regular meeting of the Boyne City Planning Commission is scheduled for Monday, August 21, 2017 at 5:00 pm in the new City Facilities Commission Chambers.

2017-7-17-10

****Motion**

St. Dennis moved, Kozlowski seconded, PASSED UNANIMOUSLY a motion to adjourn the July 17, 2017 meeting at 6:40 p.m.

Secretary George Ellwanger

Recording Secretary Pat Haver