



City of Boyne City
Founded 1856

319 N. Lake Street

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AGENDA
BOYNE CITY PLANNING COMMISSION
Monday, October 20, 2014, 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 September 15, 2014 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. Public Hearing - Zoning Ordinance Amendment for section 10.30 Drive Thru uses in Central Business District.
 - B. Smart Growth America Grant Application.
 - C. 2014 Goals
8. Staff Report
9. Good of the Order
10. Adjournment – Next Meeting November 17, 2014

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**Meeting of
September 15, 2014**

Record of the proceedings of the Boyne City Planning Commission meeting held at Boyne City Hall, 319 North Lake Street, on Monday, September 15, 2014 at 5:00 pm.

Call to Order

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

Roll Call

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

**Excused Absence(s)
MOTION

2014-9-15-02
St. Dennis moved, Biskner seconded, PASSED UNANIMOUSLY, a motion to excuse the absence of Chris Frasz and Jim Kozlowski

Meeting Attendance

City Officials/Staff: Planning Director Scott McPherson and Recording Secretary Pat Haver
Public Present: Three, including one member of the press

Consent Agenda

2014-9-15-03
Neidhamer moved, Ellwanger seconded, PASSED UNANIMOUSLY, a motion to approve the consent agenda; approval of the Planning Commission minutes from August 18, 2014 as presented.

**Citizen comments on
Non-Agenda Items**

None

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

Trail Town draft final plan will be presented later tonight

Unfinished Business

None

New Business

**Development Plan Review
for Boyne Area Medical
Center**

Planning Director McPherson reviewed his report included in the agenda packet. The Medical Center would like to build an addition to the existing structure on the south end. They are proposing a 54' x 25' (1,370 sq ft.) single story structure which will utilize the same/similar materials, will match the existing structure and will add 8 exam rooms 2 offices and a bathroom. The facility is adjacent to, and shares parking with, Boyne Rehab Center which is also owned by Charlevoix Area Hospital. During the review for the development plan amendment, staff was looking into the parking requirements and is unsure how parking was calculated in the past. In looking at the different possibilities of exactly how to consider the use of each facility given their varied current uses, staff would suggest that the planning commission make a finding that the parking demands for the medical center and the rehab facility be considered similar to a professional office, and to base the parking requirements on one parking space per 350 sq feet, for a total of 46 required spaces for the medical center.
Adrian Churchill from Wright Builders – Scott touched on the parking which has not been a problem, the addition will be seamless with the existing structure, and will be built on the southern edge. Most of the sidewalk will be removed, however, a portion of it will remain that will lead to the sidewalk and parking on Park Street. Charlevoix Area Hospital owns both parcels, and they will remain under one ownership.

At this point the board went through the Sketch Plan Review Standards Findings of Fact; Section 19.40 agreeing with the findings of staff with additional conditions as noted.

****MOTION**

After board review and discussion, **motion by Ellwanger, seconded by Meeder** based on the findings of fact as presented with conditions noted in sections I, K and Q, to approve the sketch plan as presented.

2014-9-15-7A

Roll Call:

Aye: Biskner, Ellwanger, MacKenzie, Meeder, Neidhamer, Place, and St. Dennis

Nay: None

Absent: Frasz and Kozlowski

MOTION CARRIES

Review and Recommendation on the final draft of the Trail Town Master Plan

****MOTION**

Mike Sheean reviewed the Trail Town Master Plan final draft with the board. The committee has been working very hard to get to this point, and believes that Boyne City is moving in the right direction. The planning commission complimented Mike and the committee for their hard work and efforts to get the plan to completion.

Motion by Meeder, seconded by Place, PASSED UNANIMOUSLY, to recommend to the City Commission adoption of the Trail Town plan as presented.

Review Master Plan update with Mary Campbell from MC Planning & Design

****MOTION**

Planning Director McPherson facilitated a review of the recommendations from MC Planning & Design for the preliminary Master Plan update – which was a review of goals and recommendations from previous plans. The next step would be to set up a public input session highlighting the recommendations that have been taken from all of the various input sessions, and plans that have been discussed in the city over the past several years. This board reviewed the recommendations and made a few adjustments, so staff will get back with Mary Campbell to coordinate the recommended revisions. **Motion by St. Dennis, seconded by Meeder, PASSED UNANIMOUSLY**, to set up a Special Meeting for a Master Plan public input session for Thursday, October 23rd, 2014 at 7:00 pm

Review drive thru uses in the Central Business District

Planning Director McPherson reviewed his report included in the agenda packet.

At the August meeting, Catt Development was before the board for a pre-application proposal for a redevelopment on S. Lake Street. As a part of the proposal it contained a bank with a drive thru lane in the Central Business District (CBD). As drive thru lanes are specifically prohibited in this district, the planning commission directed staff to review options that would be viable to allow the project to proceed. Several options were reviewed by staff since then, and in staff's opinion, the most appropriate action would be to amend the zoning ordinance text to allow a drive thru bank as a conditional use in the CBD with specific criteria that the drive thru terminal, ingress and egress and queuing lanes must be enclosed within a structure. The proposed amendment would add the following language to section 10.30 of the Boyne City Zoning Ordinance:

- M. Banks, savings and loans and credit unions with drive-thru lane meeting the following criteria
1. Drive-thru terminal, ingress, egress and queuing areas must be enclosed within a structure, with a minimum of two stories.

Staff was directed to proceed with zoning ordinance text amendment language and schedule a public hearing for next month.

Jason Biskner left the meeting at 6:25 pm

Marvin Loding award nominations

In the September agenda packets were the nominees for the Marvin Loding awards, which represented homeowners, business and industry. The board, by secret ballot, casted their votes and the winners will be announced at the next City Commission meeting.

**Staff Report
Good of the Order**

- Safe Routes to School grant is still being worked with more changes, and should be reviewed again by the City Commission shortly
 - The Ray Street project is moving along
 - Members of the ZBA and PC have been invited to attend a workshop "Streamlining the Zoning Ordinance" on September 24th; several will be taking advantage of the class that will be held in Boyne City
 - Jane MacKenzie will not be available for the October 20th meeting; she will be out of town
-

The next meeting of the Boyne City Planning Commission is scheduled for October 20, 2014 at 5:00 pm in the Auditorium.

**Adjournment
MOTION

2014-9-15-10

Meeder moved, St. Dennis seconded, PASSED UNANIMOUSLY a motion to adjourn September 15, 2014 meeting at 6:40 p.m.

Jane MacKenzie, Chair

Pat Haver, Recording Secretary

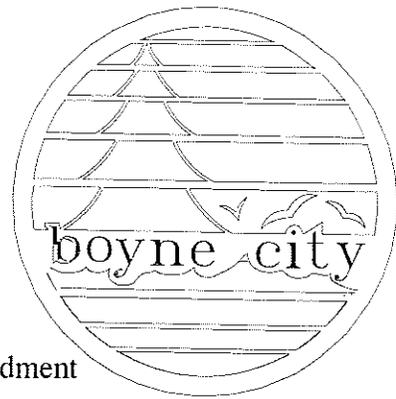
CITY OF BOYNE CITY

To: Chair Jane MacKenzie and fellow Planning Commissioners

From: Scott McPherson, Planning Director

Date: October 20, 2014

Subject: Proposed CBD Drive Through Ordinance Amendment



Background

At the September 15, 2014 Planning Commission meeting the Commission reviewed the draft language for a proposed zoning ordinance text amendment that would permit drive through facilities for financial institutions as a conditional use. After review and discussion about the proposal and possible ordinance changes the planning commission directed staff to develop amendment to the zoning ordinance to permit drive through facilities for financial institutions as a condition use with requirements that the drive through terminal, queuing lanes and ingress and egress must be within a structure and the structure must be multiple stories.

Discussion

The proposed change to the zoning ordinance would add section 10.20(M) that contains standards for a drive through financial institution in the CBD district. The effect of the amendment would allow the planning commission to approve a drive through facility for financial institutions if the application meets the criteria stipulated for the use as per section 10.20(M)(1) and the requirements of 2.7 Conditional Uses are met. The proposed amendment would read as follows:

M. Banks, savings and loans and credit unions with drive-thru lane meeting the following criteria

- 1. Drive-Thru terminal, ingress, egress and queuing areas must be completely enclosed within the first story of a multi story structure.*

Process

In accordance with the Michigan Zoning Enabling Act and the Boyne City Zoning Ordinance Section 2.40 Amendment Procedures, a public hearing was scheduled for the Planning Commission on October 20, 2014. The Commission should review the proposed amendment and use the amendment criteria as listed in section 2.50(A) of the zoning ordinance as a guide in making their decision on the proposed amendment. Section 2.50 (A) is as follows:

Section 2.50 Amendment Criteria.

- A. For amendment requests to add uses to a zoning district, the Planning Commission and City Commission shall use the following as a guide:
 1. The proposed use is not already provided for elsewhere in the ordinance.

2. The proposed use is compatible with uses already permitted in that district.
3. The proposed use relates well with the City's Comprehensive Plan.
4. The proposed use relates well with the spirit and intent of this Ordinance, and with the objectives of the zoning district.
5. The proposed use is properly located in the district.
6. The proposed use is most appropriate in the district if permitted by special conditional land use permits.
7. There is a need to add the proposed use.

Recommendation

Recommend approval of the draft Zoning Ordinance Amendment to Section 10.20(M) and submit to City Commission for their consideration.

CITY OF BOYNE CITY

To: Chair Jane MacKenzie and fellow Planning Commissioners

From: Scott McPherson, Planning Director

Date: October 20, 2014

Subject: Smart Growth America Grant Application



The City Commission has approved the submission of a grant application for technical assistance from Smart Growth America. Please review the attached memo and information in regards to the application requirements and the types of trainings offered. The application is being brought to the planning commission for review and input in regards to the type of training that is desired by the commission.



City of Boyne City

MEMO

Date: October 14, 2014

To: Michael Cain, City Manager *Mc*

From: Annie Doyle, Assistant Planner *gle*

Subject: Smart Growth America – Free technical Assistance Workshop

On October 9, 2014, staff became aware via email of a grant opportunity for a free 2-day workshop/technical assistance program funded by the United States Environmental Protection Agency's Office of Sustainable Communities through their Building Blocks for Sustainable Communities Program. The workshop is being offered to local leaders and residents to help make their communities more livable, sustainable and vibrant places. Any unit of local government is eligible to apply. Applications are due by October 23, 2014 and will be awarded to 14 communities nationwide. To help facilitate solutions to local development issues, the following 12 technical assistance tools are available:

- implementing smart growth 101
- planning for economic and fiscal health
- regional planning for small communities
- sustainable land use code audit
- smart growth zoning codes for small cities
- complete streets
- walkability workshop/audit
- transportation performance measurement
- parking audit
- implementing transit-oriented development 101
- cool planning: local strategies to slow climate change
- using LEED-ND to accelerate the development of sustainable communities

Preference is given to communities that show an interest in smart growth, need for the technical assistance, involvement of key community leaders, readiness to implement and a public involvement plan. There is an emphasis on low income, disadvantaged and rural communities. The training is valued at between \$7,500 - \$15,000, but is offered free to communities through this grant program. Scott McPherson, the Planning Director, has indicated that the Planning Commission could discuss which workshop indicated above would be best utilized in the City's current planning process.

RECOMMENDATION: That the City Commission authorize City Manager, Michael Cain, to prepare and submit a grant application for a Smart Growth America technical assistance workshop.

OPTIONS:

- Postpone for further information or consideration.
- Do not authorize the grant application.
- Take no action.
- Other option as determined by the Commission.



Smart Growth America
Making Neighborhoods Great Together

Application for Smart Growth America's free technical assistance workshops

Year Four of Five (2014-2015)

This technical assistance program is funded under a grant from the U.S. Environmental Protection Agency's Office of Sustainable Communities through their Building Blocks for Sustainable Communities Program.



Summary

Smart Growth America, through a grant from the U.S. Environmental Protection Agency's Office of Sustainable Communities' Building Blocks for Sustainable Communities Program, is offering free technical assistance to help local leaders and residents make their communities more livable, sustainable, and vibrant places. Any unit or subdivision of local, tribal or regional government is eligible to apply. The deadline for Smart Growth America Technical Assistance applications is October 23, 2014 at 5:00 PM EDT. Interested communities may submit an application online at <http://www.smartgrowthamerica.org/technical-assistance/free-annual-workshops-2015/> or fill out the form on pages 6-9 of this document and email it to assistance@smartgrowthamerica.org. Smart Growth America will hold a webinar to discuss the technical assistance program and the application on September 23, 2014 at 2:00 PM EDT. Interested parties can register for the webinar at <https://cc.readytalk.com/r/bi6e5t4yln2x&eom>. For pre-application assistance and inquiries, email assistance@smartgrowthamerica.org.

Building Blocks for Sustainable Communities Program

Smart Growth America's free technical assistance is funded under a grant from the EPA's Office of Sustainable Communities under their Building Blocks for Sustainable Communities Program. The Building Blocks for Sustainable Communities Program funds quick, targeted assistance to communities that face common development programs. The Office of Sustainable Communities works closely with the Department of Housing and Urban Development and the Department of Transportation under the Partnership for Sustainable Communities. To learn more about the Partnership for Sustainable Communities and join a network of other interested officials, business leaders and nonprofit professionals, visit <http://www.smartgrowthamerica.org/sustainable-communities-network>.

Purpose of the technical assistance

Smart Growth America's technical assistance program, now in its fourth year, helps facilitate solutions to local development issues so that participating communities are able to grow in ways that benefit residents and businesses while protecting the environment and preserving a sense of place. The assistance provides the tools and training needed to help local leaders and residents in urban, suburban and rural communities alike make their communities more livable, sustainable and vibrant places.

As a national leader in the field, Smart Growth America possesses extensive experience working with communities to help them use land strategically, maximize existing resources and invest public funds in ways that catalyze quality private development. Smart Growth America has already worked with more than 50 communities through this program alone. Together, we will help your community grow in smart ways that suit your local needs.

Technical assistance free-of-charge and ready-to-go

Applicants apply for one of twelve free, "ready-to-go" technical assistance tools, listed below. For each tool, Smart Growth America delivers the technical assistance in the form of a one- or two-day workshop. After the workshop, each community will also receive a report that summarizes the workshop and provides suggested next steps for the community.

The twelve technical assistance tools available are:

- Implementing smart growth 101
- Planning for economic and fiscal health
- Regional planning for small communities
- Sustainable land use code audit
- Smart growth zoning codes for small cities
- Complete streets
- Walkability workshop/audit
- Transportation performance measurement
- Parking audit
- Implementing transit-oriented development 101
- Cool planning: local strategies to slow climate change
- Using LEED-ND to accelerate the development of sustainable communities

Post-workshop reporting

Communities that receive this technical assistance agree to submit three brief post-workshop progress reports. The purpose of these reports is to let Smart Growth America know about any local solutions that result from the assistance. Each community will submit a progress report one month, six months, and twelve months after receipt of the post-workshop next steps report.

Eligibility for technical assistance

Any unit or subdivision of local government, Indian tribe, or regional government is eligible to apply for this technical assistance.

Selection process and criteria

Smart Growth America will select up to 14 communities to receive this free technical assistance. Applications will be evaluated on the basis of criteria established by Smart Growth America in consultation with the EPA's Office of Sustainable Communities.

- Smart Growth America staff will review each application for completeness. Only applications that are complete and submitted at <http://www.smartgrowthamerica.org/technical-assistance/free-annual-workshops-2015> or by email to assistance@smartgrowthamerica.org will advance to the next step.
- A proposal review committee will review each proposal per the criteria listed below.
- Smart Growth America will determine which applications best meet the selection criteria and offer technical assistance to those communities.
- Smart Growth America reserves the right to reject any or all applications as not meeting its requirements.
- Successful proposers will be notified on December 10, 2014.

Application for Smart Growth America Technical Assistance

The primary selection criteria are:

- **Interest in smart growth solutions (20% of score)** – The community's application should demonstrate interest in smart growth solutions and show that the requested technical assistance tool is an appropriate way to address the community's issues—that it helps them overcome barriers to implementing smart growth and sustainable community solutions.
- **Need for technical assistance (20% of score)** – Smart Growth America wants to work with communities that are interested in smart growth and/or sustainable communities development strategies but lack the capacity or expertise to implement local solutions.
- **Involvement of key community leaders (20% of score)** – Smart Growth America will consider the degree to which local government, business and community leaders demonstrate their commitment and capacity to implement the results of the technical assistance. Smart Growth America requires a letter of commitment signed by the mayor, county commission chair, or comparable elected leader that states the commitment of local elected leaders to implement any local initiatives that result from the smart growth technical assistance offered. This letter must be uploaded with the application.
- **Readiness to Implement (20% of score)** – Is the community ready to act based upon the tools supplied? Evidence that the community is ready for action will help Smart Growth America to determine which communities will benefit most from technical assistance.
- **Public Involvement Plan (20% of score)** – Smart Growth America will consider the community's capacity to carry out public engagement (particularly to low income and disadvantaged communities) and the quality of the proposed engagement plan. We like communities' applications to address questions like: How will the community get the word out? Is the location accessible? Does the community have letters of support from relevant partners?

Other factors that will affect the selection of communities to receive technical assistance:

- **Geographic diversity** – Smart Growth America wants to work in a variety of states, regions, and communities and with a diverse set of populations.
- **Equity** – Smart Growth America will consider the degree to which the application contributes to the diversity of the communities being assisted through this program (and the diversity of communities that have adopted smart growth more broadly), with an emphasis on low income, disadvantaged, and rural communities.
- **Past receipt of assistance** – Has the community received related technical assistance from the EPA or other federal agencies in the past? Is the community currently applying for technical assistance from the EPA, other federal agencies, or other EPA Building Blocks for Sustainable Communities Program grant recipients? If yes, how will the assistance being requested with this application complement or leverage the other assistance already received or being applied for?

How to apply

Submit an application online at <http://www.smartgrowthamerica.org/technical-assistance/free-annual-workshops-2015> or fill out the form below and email it to assistance@smartgrowthamerica.org.

Pre-application assistance and communication

SGA will hold a webinar to discuss the technical assistance program and the application on September 23, 2014 at 2:00 PM EDT. Interested parties may register at <https://cc.readytalk.com/r/bi6e5t4yln2x&eom>.

All pre-application questions or inquiries must be made in writing to assistance@smartgrowthamerica.org. The Smart Growth America project team will contact you promptly. Please do not contact other Smart Growth America staff.

Application deadline

The deadline for Smart Growth America Technical Assistance applications is October 23, 2014 at 5:00 PM EDT. Applications received after this deadline will not be reviewed.

CITY OF BOYNE CITY

To: Chair Jane MacKenzie and fellow Planning Commissioners

From: Scott McPherson, Planning Director

Date: October 20, 2014

Subject: 2014 City Goals



The City Commission has adopted the 2014 list of goals which are being provided for your information and discussion. The goals as listed were developed and prioritized based on public input from the goal setting session earlier this year and from the online surveys.

** = top 10 (both lists)	Goals	Combined Percentages
1 **	Attract & Retain family supporting jobs	95.5%
2 **	Promote a high quality, balanced & sustainable community	92.3%
3 **	EMS Sustainability	85.3%
4 **	Encourage Redevelopment / Re-use of sites / structures in town	84.5%
5 **	Maintain Streets & Infrastructure (Improvement/Maintenance programs)	81.5%
6 **	Create more activities / opportunities for kids	79.8%
7 **	Affordable Housing	75.4%
8	Improve City Parks	71.8%
9	Improve entrances into community	67.4%
10	Pedestrian Friendly / Walkable Downtown	66.0%
11	New ways to welcome families / visitors	65.9%
12	Encourage / Develop a Broadband and Wireless Network system	61.5%
13	Improve / Expand City Marina	60.8%
14	Improve City Facilities	60.6%
15	Develop & Promote trails to and through town	59.1%
16	Curbside Recycling	57.6%
17	Increase Technology Training thru Partnerships	57.5%
18	Review Property Assessments	51.8%
19	Community Crisis Support Network	49.2%
20	Become a more Pet Friendly community	44.3%