



City of Boyne City
Founded 1856

319 N. Lake Street

Boyne City, Michigan 49712
www.boynecity.com

Phone 231-582-6597
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AGENDA
BOYNE CITY PLANNING COMMISSION
Monday February 15, 2016, 5:00 p.m.
Boyne City Hall



Scan QR code or go to
www.cityofboyne.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 January 18, 2016 Boyne City Planning Commission meeting.
4. Hearing Citizens Present (*Non-Agenda Items*)
5. Reports of Officers, Boards, Standing Committees
Avalanche Management Plan
6. Unfinished Business
7. New Business
 - A. Review and Recommendation on City 2016 – 2021 Capital Improvement Plan.
 - B. Receive 2015 Planning and Zoning Report
8. Staff Report
9. Good of the Order
10. Adjournment – Next Meeting March 21, 2016

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
January 18, 2016**

Record of the proceedings of the Boyne City Planning Commission regular meeting held at Boyne City Hall, 319 North Lake Street, on Monday, January 18, 2016 at 5:00 pm.

Call to Order

Chair MacKenzie called the meeting to order at 5:02 p.m.

Roll Call

Present: Jason Biskner, George Ellwanger, Jim Kozlowski, Jane MacKenzie, Tom Neidhamer, and Aaron Place
Absent: Ken Allen (arrived at 5:10 pm), Chris Frasz and Joe St. Dennis

Excused Absence(s)

****MOTION**

2016-01-18-02

Biskner moved, Ellwanger seconded, PASSED UNANIMOUSLY, a motion to excuse the absence(s) of Chris Frasz and Joe St. Dennis

Meeting Attendance

City Officials/Staff: Planning and Zoning Administrator Scott McPherson, Assistant Planning and Zoning Administrator Patrick Kilkenny, Main Street Director Lori Meeder and Recording Secretary Pat Haver
Public Present: 2

Consent Agenda

****MOTION**

2016-01-18-03

Neidhamer moved, Ellwanger seconded, PASSED UNANIMOUSLY, a motion to approve the consent agenda; approval of the Planning Commission minutes from December 21, 2015 as presented.

**Citizen comments on
Non-Agenda Items**

None

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

None

Unfinished Business

None

New Business

**Review and
recommendation on City
Hall and Emergency
Services Facility Plan**

Planning Director McPherson at this point turned the meeting over to Ray Kendra with Environmental Architects to review the presented site plans for City Hall. The anticipated time line is to have the bids out January 25th with a 3 week timeframe with submissions due February 12th. Depending on the submitted bids, the demolition of the current building could be as early as the end of March or the first of April. Discussions revolved around the placement of the building, parking requirements, aesthetics and building materials, ingress and egress for emergency services, landscaping and mechanical placement. Ray spoke about the city clock tower placement with the mechanism and pendulum on display for the public to view along with the LaFrance fire truck and the city siren. The building will be energy efficient utilizing lighting, insulation, heating & air conditioning system zones, windows and doors. Some of the proposed tree placement will not be utilized on the western side of the building to open up the view corridor of the lake. By measurement, there is 600 feet from the edge of the building to the waterfront further opening the view corridor. With no further board discussion, **motion by Place, second by Ellwanger**, to recommend approval of the City Hall and Emergency Services Facility site plan as presented for construction.

****MOTION**

2016-1-18-7A

Roll Call:

Aye: Allen, Biskner, Ellwanger, Kozlowski, MacKenzie, Neidhamer and Place

Nay: None

Absent: Frasz and St. Dennis

Motion Carries

**Development Plan
Amendment for Stiggs
Brewing Company**

Planning Director McPherson reviewed the proposed Development Plan Amendment submitted by owner Michael Castiglione to add an outdoor seating area on the south and east side of the property. It will be on concrete pads have tables with umbrellas and chairs surrounded by a black metal fence. The Main Street Design Committee has also reviewed the proposed changes and came up with a few suggestions. They would like to see fencing that is not quite as heavy and imposing; so possibly bollards with chains, the State of Michigan, Shipo office agrees with the change in fencing, to more accurately reflect historic preservation standards and will allow the owner to continue to apply for historic tax credits. They are proposing no signage on the umbrellas with a recommendation to be made of sturdy canvas and solid colors. The committee also thinks it would be more appropriate for the new kitchen exhaust chimney to be covered in brick to match the rest of the building instead of cedar shakes. The Planning Commission agreed with these suggestions, and would like to see them implemented. With no further discussion, **motion by Ellwanger, seconded by Allen**, to approve the outdoor seating amendment consistent with the updated plans submitted 1-18-2016.

****MOTION**

2016-1-18-7B

Roll Call:

Aye: Allen, Biskner, Ellwanger, Kozlowski, MacKenzie, Neidhamer and Place

Nay: None

Absent: Frasz and St. Dennis

Motion Carries

**Public Hearing on
Zoning Ordinance
Section 2 Amendment to
implement ZBA
interpretation of
building height**

Assistant Planning Director Kilkenny reviewed his report that was included in the agenda packet. The ZBA interpreted on February 5, 2002 that the intent of the 2001 Boyne City Zoning Ordinance was to keep the definition of building height the same as it read in the 1998 Ordinance. Although the determination helped to alleviate confusion with the building height definition, the 2001 Ordinance was never officially amended. The proposed change to the Zoning Ordinance replaced portions of the language regarding the interpretation of grade, roof type, and roof height. The effect of the amendment creates a more effective definition and Staff's ability to administer and regulate building height. The public hearing notice was posted on December 29, 2015.

Public hearing opened at 6:09 pm

With no public comment, the public hearing was closed at 6:10 pm

Board discussion and review of Section 2.50 Amendment Criteria, the board felt it was appropriate under (B) 5 that the proposed amendment would clarify the intent of the Ordinance, so with no further board discussion, **motion by Neidhamer, seconded by Place**, to recommend to the City Commission adoption of the proposed building height amendment.

****MOTION**

2016-1-18-7C

Roll Call:

Aye: Allen, Biskner, Ellwanger, Kozlowski, MacKenzie, Neidhamer and Place

Nay: None

Absent: Frasz and St. Dennis

Motion Carries

**Staff Report
Good of the Order**

The City held the annual City Wide Goal Setting Session this past week, with approximately 30 people in attendance. The session was formatted differently with discussion revolving around issues within the city; such as the lack of affordable workforce housing, retaining good paying jobs, business diversity and retaining young professionals. The results will be placed on the city's website, so suggestions and comments can still be accepted. The City Commission will hold a retreat on March 7th to focus on the issues raised.

The next regular meeting of the Boyne City Planning Commission is scheduled for Monday, February 15, 2016 at 5:00 pm in the Auditorium.

Adjournment

****MOTION**

2016-01-18-10

Kozlowski moved, Place seconded, PASSED UNANIMOUSLY a motion to adjourn the January 18, 2016 meeting at 6:14 p.m.

Chair Jane MacKenzie

Pat Haver, Recording Secretary

City of Boyne City



Capital Improvement Plan 2016-2021

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 2016.
- 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 2016-2021 CIP provides capital expenditure information on six major program areas including: City Facilities, Equipment, Parks, Streets and Sidewalks, Wastewater Treatment, and Water Production.

City of Boyne City



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2016 Capital Improvements			Fund Sources					
Program Area	Project	Project Scope	General	Streets	DDA	LDFA	Water-Sewer	Grants/Other
Streets and Sidewalks	Sidewalk Construction/Safety Improvements	New Sidewalk from Boyne Hills to School Campus on M-75, Beardslly and Brockway. Sections of new and replaced sidewalk on Hull, Division, Pleasant and Lincoln.	\$80,000					\$360,000
City Facilities	Facilities Construction	Remove existing City Hall and DPW facilities and construct new facility to house City Admin, Police, Fire and EMS	\$7,000,000					
Equipment	New Equipment	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	Equipment Replacement	Purchase new 3/4 ton pick up with plow	\$30,000					
Parks	New Trail Construction	Construct multi use paved trail from Young State Park to Michigan Ave	\$11,000					\$100,000
Wastewater Treatment	Wastewater Line Improvement	Upgrade sewer line to Boyne Mtn						\$399,000
Parks	New Trail Construction	Construct new biking/hiking trails at Avalance						\$250,000
City Facilities	Facilities Construction	Relocate storage building located at City hall to Wastewater treatment plant and construct new concrete foundation and floor.	\$5,000					

2017 Capital Improvements			Fund Sources					
Program Area	Project	Project Scope	General	Streets	DDA	LDFA	Water-Sewer	Grants/Other
Equipment	New Equipment	New air compressor and filling station for fire department air bottles	\$50,000					
Parks	Park Improvements	Paving, curbing and drainage improvements and bury utilities at Veterans Park.	\$25,000					\$75,000
Street and Sidewalks	Local and Major capital preventative maintenance	Crush and shape streets as identified		\$200,000				
Equipment	Equipment Replacement	Purchase new kubota mower and attachments to replace 2007 Kubota	\$32,000					
Equipment	Equipment Replacement	Repace BCPD Vehicle 331	\$32,000					
Parks	Park Improvement	Renovate and upgrade Veterans Park pavillion to better accomdate farmers market and year round use.						\$750,000
Parks	New Trail Construction	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
Parks	Parks Capital Maintenance	Remodle and refurbish rivermouth bathrooms located in Veterans Park	\$50,000					

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	Park Improvement	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	Street Reconstruction	Total Reconsturction of street and underground infrastructure on Silve Street.		\$600,000			\$200,000	
Equipment	Equipment Replacement	Purchase new cab chasis sander plow to Replace Truck 2	\$130,000					
Equipment	Equipment Replacement	Repace BCPD Vehicle 332	\$32,000					
Equipment	Equipment Replacement	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	Park Improvements	Pave Parking lot and install midslope board walk at Avalanche Park	\$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 identified		\$90,000				
Streets and Sidewalks	Major Street capital preventative maintenance	Mill and fill North Lake from State st. to West Michigan		\$355,000				
Equipment	Equipment Replacement	Purchase new 3 yard loader	\$180,000					
Equipment	Equipment Replacement	Purchase new 3/4 ton pickup with plow to replace truck 12					\$28,000	
Equipment	Equipment Replacement	Purchase new Police Interceptor to replace Vehicle 330	\$32,000					

2021 Capital Improvements			Fund Sources					
Program Area	Project	Project Scope	General	Streets	DDA	LDFA	Water-Sewer	Grants/Other
Parks	Parks Capital Maintenance	Repair and renovate Old City Park Gazebo	\$30,000					\$30,000
Streets and Sidewalks	Sidewalk Construction	Replace sidewalks in poor condition and identified		\$30,000				
Streets and Sidewalks	Streets Capital Maintenance	Crush and Shape Local Streets as Identified		\$90,000				
Streets and Sidewalks	Streets Capital Maintenance	Crush and Shape Major Streets as Identified		\$90,000				
Street and Sidewalks/Wastewater Treat/Water Production	Street Reconstruction	Reconstruct Linclon Street		\$400,000			\$100,000	
Equipment	Equipment Replacement	Purchase Trackless mower/blower	\$140,000					
Equipment	Equipment Replacement	Replace Vector Truck					\$250,000	

Boyerne City 2015



Planning and Zoning Report

Development Plan Reviews

112 S Park Street

The Railroad Office Building located at 112 S Park Street was purchased by Michael Castiglione for the purpose of opening a Stiggs brew pub. The property is approximately 60 x 80 and the building which covers most of the parcel is a two story structure with a basement that was used for professional office and personal service uses. The property is located in the Central Business District.

The proposed use of the building for a brew pub is a principle permitted use as per section 10.20 W of the Boyne City Zoning Ordinance (BCZO). While the use is a principle permitted use and is allowed by right in the CBD, a couple items of the proposal are required review and approval of the Planning Commission. Initial the only structural additions to the building and property were the ADA access lift and new dumpster enclosure. An amendment to the plan for the addition of an outdoor seating area was submitted in December. As the property is located in the Mainstreet District the all the exterior renovations to the property were was subject to review recommendation by the Mainstreet Design Committee. As the location of the dumpster encroached onto public property, review and approval of a lease agreement by City Commission was also required.

As the proposed use was a change is use from office/personal service to restaurant/bar there was an additional parking demand created by this change. In this case the creation of additional private parking is not feasible. For this application to move forward would require the Planning Commission to provide relief from the additional parking requirements incurred by the change in use. In making this determination the Planning Commission considered the BCZO provisions of sections 24.20 F and 10.50 M which allow the Planning Commission to reduce or waive the amount of required spaces. Per section 24.20 the Planning Commission may approve a 20% reduction for collective use of parking spaces and Section 10.50 M permits the Planning Commission the availability and proximity of existing parking to reduce or waive parking requirements. In this case the Planning Commission approved a waiver of the additional parking requirement with the finding that the building is directly adjacent to City parking lots that have 65 public parking spaces and within 300 feet there are more than 300 public parking spaces available.

151 Ray Street

Tim and Sarah Manchester are the owners of the train depot located at 151 Ray Street and are renovating and repairing the building and property to develop the Create studio. The changes to the building include the replacement of the west wall windows, a dormer addition on the south roof and the addition of some architectural details. The existing planting beds, dumpster enclosure, deck and ramp will be removed, replaced and or repaired. The existing trail car is to remain, however plans to refurbish it are not included with this phase. It is intended to be incorporated with the building and used as a gallery at some future date. A site plan showing the existing and proposed site plan and elevations

showing the concepts for the refurbished exterior were review by the Main Street design committee and the Planning Commission. The site has several encroachments into the ROW that have occurred with the knowledge and approval of the City. In 2000 the City Commission approved a lease agreement for the use of the right of way. In 2007 the City Commission approved the proposed expansion into the ROW. While the proposed plan included additional sidewalk and landscaping improvements in the ROW proposed plan will reduce the structural encroachments into the ROW. As property received development plan approval when they refurbished and enclosed the railroad car in 2007 the application was subsequent amendment to a previously approved development plan.

202 Lake Street/1 Water Street

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 was submitted by Catt Development. The properties included in this request are located at 1 Water Street, 202 Lake Street and 210 Front Street.

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. The property located at 202 Lake Street is the location of the vacant Lake Street Mall. 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 was location of the Boyne Arts Collective.

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 original application proposed that the existing structures were to 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. However, since that application additional investigation of the sight has revealed that converting the existing building into a multi-story structure is not possible and removing the structure and building a new building is not economically feasible. Given these constraints a revised development plan was submitted to renovate the existing structure and have is remain a single story building.

The original submitted application included parking calculations for changes in the existing parking and the additional amount of parking that would be required for the proposed uses. As the planning commission provided relief from the ordinance parking requirements as authorized as per section 10.50 off the BCZO; however, given these changes are no longer proposed the parking requirements for the facility remain unchanged from the existing and the issue became moot.

402 State St Rezone Pre-application

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

Alley Vacation

An application for the vacation of a public way was submitted by Chris Frasz 130 W Lincoln Street requesting the alley located between his two parcels be vacated. The alley is 16.5 wide and 120.75' feet in length and runs between lots 95 and 101 of South Boyne Addition. The alley is located between Lincoln and undeveloped Spruce Street. The south portion of the alley connecting to Lincoln Street is developed and maintained by the City provides access to his and three other properties. The north half portion of the alley between lots 95 and 101 is not developed and not maintained by the City.

The Planning Commission reviewed the request at their regular meeting on September 21, 2015 and based on findings that due to topography constraints it cannot be developed for though access; and, this portion of the alley is not currently maintained or plowed by the City; and, the alley does not contain sewer or water mains; and, this portion of the alley only used by the applicant for primary access to their home; and the applicants own both parcels adjacent to this section of the alley and desire to combine the lots into one parcel, the Planning Commission recommended the alley be vacated. At the October 13, 2015 City Commission meeting the Commission reviewed the request and the report from the Planning Commission and determined that the application should proceed and directed staff to schedule a public hearing and distribute public notification in accordance with the required procedures. A public notice was distributed and a public hearing was held on November 24, 2015, and the vacation of the alley was approved by the Commission.

Ordinances

At the December 2014 meeting the Planning Commission held a pre-application conference with Steve Habitz who is the plant manager for Temprel Temperature Sensors located at 206 Industrial Air Industrial Park. The Planning Commission reviewed their proposal to renovate and expand their existing building which would consist of a 60' x 64' addition on the back of the building and a 42' x 20' 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'. As part of the discussion the planning commission wanted to further review the 50' front yard setback and requirement to see

what potential effects changes to requirement would have the and n directed staff to put a review of setbacks in the Planned Industrial District (PID) on the January agenda. After review and discussion of the existing setback and effects of possible changes the planning commission determined not to pursue any changes to the ordinance.

Projects and Plans

Master Plan Update

In September the Planning Commission held a public hearing and passed a resolution for the adoption of the Master Plan. The plan was then submitted to the City Commission for consideration and adoption and the Plan was formally adopted by the City Commission on October 13, 2015 and became effective immediately. This completed a two year process that included assembling the back ground studies and data and development of the goals, future land use plan, redevelopment strategy and zoning plan that will be used to guide future development in the City.

Redevelopment Ready Community Certification

With the adoption of the Master Plan the City completed the final requirement for obtaining its certification as a Redevelopment Ready Community (RRC). Boyne City was one of the first 8 communities selected for participation in the RRC certification program and became the fourth in the State to receive certification. The program is administered by the Michigan Economic Development Corporation (MEDC) and is designed to measure and certify communities that integrate transparency, predictability and efficiency into their daily development practices.

To receive designation as a certified RRC, the community must demonstrate all RRC Best Practice criteria are met. The RRC certification is a formal recognition that a community has a vision for the future and the fundamental practices in place to get there. Certified communities signal a proactive, business friendly environment to developers and investors. Once certification is achieved, communities with solid development practices may receive priority for funding at the MEDC and MSHDA. The MEDC will also assist in marketing a certified community's top three RRC sites if packaged to the best practice standards. On December 7 there was a certification ceremony and the MEDC formally recognized the City's achievement.

Low/Mod Income Survey

The City of Boyne City's application to conduct an income survey to determine the percentage of Low and Moderate Income (LMI) residents was approved by the Michigan Economic Development Corporation in November 2015. The City Commission approved a contract with NLEA and LSSU to complete the survey in the summer of 2016. LMI status as a community is crucial when applying for certain state grants and other income based funding.

Playground

In early 2015 the City of Boyne City elected to test the Community Playground and surrounding area and found elevated levels of arsenic contamination. As a precaution, the playground was closed for public use in June 2015. Beginning in October 2015, contaminated wood chips were removed from the playground and removal was completed in December 2015. In the spring of 2016, the City intends to reseal and re-mulch the playground and develop a “Due Care Plan” working with the Charlevoix County Health Department and Michigan Department of Environmental Quality to ensure safety is the top priority at the playground.

Grants

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. After a series of discussion with MDOT it appears an acceptable plan for the signals and signage in the MDOT right of way has been developed. The project is on track for construction in summer of 2016.

Community Growth Grant

Networks Northwest Grant awarded in 2014 for way-finding signage, an information kiosk and free public-access WI-FI in Old City Park. Project design and implementation was completed in January 2016. Total Project amount is \$15,000 (\$7,500 grant + \$7,500 match).

Federal Emergency Management Agency (FEMA) Assistance to Firefighters Grant Program (AFG)

FEMA/AFG grant application for the replacement of all Boyne City Fire Department (BCFD) air packs was completed in early January 2016. The current BCFD packs are outdated and new technology and safety features are necessary for compliance. The BCFD is hopeful for grant approval and allocation of funding in early 2016.

Charlevoix County Parks Millage

Application to Charlevoix County to acquire funding for both the Community Pavilion and the Boyne City Open Space property. Both applications were submitted with the request of \$25,000 respectively for each project. The projects are both within walking distance to downtown, include public lake access, and will serve as parks and recreation assets for generations. Both projects are community focused and the implementation and acquisition will be assets to the city, county, and northern Michigan as a whole.

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 Court and Lake Streets.

Water Valve Inventory

Location and inspection information for all of the water valves north of the river and for a small number south of the river. This data has been incorporated in the existing GIS system. Not only does this data provide information on the status and functionality of the existing valves and further refine and clarify the existing water valve data set, the improved accuracy of the valve locations has been used to improve the locational accuracy of the water mains by establishing highly accurate points along the water mains. The program is expected to continue in 2016 with the inspection and inventory of the remaining valves on the south side of the river.

Boards and Commissions

Planning Commission

The Planning Commission is currently fully staffed. In May Chris Frasz and George Ellwanger were reappointed to the Planning Commission. With the election of Planning Commission Neidhamer and mayor the City Commission reviewed his status and a planning commission member and passed a resolution to appoint him as the City Commission representative to serve a term consistent with his elected office.

Zoning Board of Appeals

The Zoning Board of Appeals (ZBA) is currently fully staffed. Existing members, John McClorey and Lynn Murray, were reappointed by the City Commission in November 2015. The ZBA heard four variance requests in 2015. Three variances involved setbacks for accessory buildings, and one was a variance for a residential driveway paving requirement. Three of the four variance requests were approved by the board and one was postponed until February of 2016 with a request for additional information.

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

Historic District Commission

The Planning Department has assumed staff support responsibilities for the Historic District Commission. To ensure compliance with all requirements and procedures in the application of the Historic District Ordinance the Planning Staff working with the District Commission developed rules of procedure and definitions of types of work for the district and the definitions and procedures were formally adopted by the Commission in 2015.

Department Staffing

In June Patrick Kilkenny was hired as the new assistant planner.

Training

Planning Staff attended Redevelopment Ready Community training in Lansing for Modules 3-4 covering RRC Best Practices on Community Plans and Public Outreach, Zoning Policy and Regulations and Development Plan Review Processes. Planning Staff attended training Gaylord for updates in the Land Division Act. Planning Staff attended Legislative Update training in Traverse City. Assistant Planner attended training on the Charlevoix County Parks millage. The City Manager and Planning Director attended the Charlevoix County Planners forum and gave a presentation on Community Engagement.

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 2016-17

Enforcement

2015 Enforcement Activity

Complaints Received	55
Site Inspections	175
Enforcement Letters Sent	55
Phone Contacts	75
In Person Contacts	25

Dilapidated Structure	2
Junk Cars	10
Junk/Trash	25
Miscellaneous	5
Signs	5
Weeds	45
Yard Sale Signs	30
Total	122

Permits

2015 Zoning Permits

Accessory Buildings	7
Residential Additions	28
Commercial Addition	5
New Dwellings	12
Municipal Building*	1
Total	53

Permit Fees Collected: \$3,350

Total Project Value: \$5,231,768*
(does not include DPW building @ \$2.3 million)