



City of Boyne City
Founded 1856

319 N. Lake Street

Boyne City, Michigan 49712
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Phone 231-582-6597
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AGENDA
BOYNE CITY PLANNING COMMISSION
Monday August 17, 2015, 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 July 20, 2015 Boyne City Planning Commission meeting.

4. Hearing Citizens Present (*Non-Agenda Items*)
5. Reports of Officers, Boards, Standing Committees
6. Unfinished Business
 - A. Glen Catt SOBO Redevelopment Final Development Plan Review
7. New Business
8. Staff Report
9. Good of the Order
10. Adjournment – Next Meeting September 21, 2015

Individuals with disabilities requiring auxiliary aids or services in order to participate in municipal meetings may contact Boyne City Hall for assistance: Cindy Grice, City Clerk/Treasurer, 319 North Lake Street, Boyne City, MI 49712; phone (231) 582-0334

**Meeting of
July 20, 2015**

Record of the proceedings of the Boyne City Planning Commission meeting held at Boyne City Hall, 319 North Lake Street, on Monday, July 20, 2015 at 5:00 pm.

Call to Order

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

Roll Call

Present: George Ellwanger, Chris Frasz, Jim Kozlowski, Tom Neidhamer, Andy Place and Joe St. Dennis

Absent: Jason Biskner (arrived at 5:04) and Jane MacKenzie

Vacancy: One

Excused Absence(s)

****MOTION**

2015-7-20-02

Place moved, St. Dennis seconded, PASSED UNANIMOUSLY, a motion to excuse the absence of Jason Biskner and Jane MacKenzie

Meeting Attendance

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

Public Present: 5

Consent Agenda

****MOTION**

2015-7-20-03

Ellwanger moved, Neidhamer seconded, PASSED UNANIMOUSLY, a motion to approve the consent agenda; approval of the Planning Commission minutes from June 15, 2015 as presented.

**Citizen comments on
Non-Agenda Items**

None

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

Boyne on the Water is scheduled for tomorrow, July 21st from 4:00 pm to 8:00 pm in Sunset Park under the big tent. There will be structured presentations at 4:30, 5:30 and 6:30 pm to review the preliminary concepts from the previous meetings; with additional opportunities for continued input.

Unfinished Business

None

New Business

**Development Plan Review
112 S. Park Street**

Planning Director McPherson reviewed his staff report that was included in the agenda packet. After the packets were mailed out, additional information was provided by the applicant and was placed at the commissioner's seats, received and filed. The applicant is proposing to change the use of the building to a brew pub, which is a principle permitted use in the CBD, however additional parking demands for the proposed use is deficient by approximately 32 spaces. The lot space is approximately 60 ft. by 80 ft. with the building covering the majority of the area, so the ability to provide private parking is not an option; the building sits adjacent to 65 public parking spaces and within 300 feet from the structure is about 300 additional public parking spots that can be considered collective use for all of the businesses in the CBD. Under Section 24.20 the Planning Commission may approve a 20% reduction for collective use of parking spaces. The second item before the board is the encroachment onto public property for the placement of a handicap ramp and dumpster enclosure, with the understanding that detailed drawings showing the design, materials and colors must be submitted to the Mainstreet Design Committee and a lease agreement for any encroachments into public property must be approved by the City Commission. Commissioner Neidhamer wanted to advise the board that he personally knows the applicant, however, does

not have a business relationship with him, so the board felt there was not a conflict of interest in this case.

Kozlowski – Will any of the current businesses remain in the building or move?

Mike Castiglione – There is one on the second floor that might stay.

Mike Castiglione - applicant: Our intention is to open a brew pub with approximately 30 taps and a 5 barrel stainless steel brew system for craft brews; with a small restaurant. He reviewed the 9 page packet that was supplied to the commissioners' at their seats. Underground utilities were talked about, and will be investigated prior to putting down a cement slab for the dumpsters. They believe that an ADA ramp will need to be installed. The preferred location for the ramp would be off of the south side of the building, utilizing one of the existing entrances. McPherson asked if they had spoken with the Charlevoix County Building Department to see what their requirements were, they have not, and were encouraged to do so. He indicated at this point their preference for the location of the dumpster enclosure, is off of the SW corner of the building on the small grass area. Both of these locations are public property so will require permission/lease for encroachment from the City Commission. The property survey will be done within the next couple of weeks, so will know for sure at that time how much if any, encroachment will be needed. The business will have both a Class C license and a Microbrewers license. The focus will be on the brew pub and not sure if we will showcase the brew house on the main floor, or put with the majority of the brewing equipment in the basement. They are still thinking about the interior remodeling, and are not sure how large the restaurant seating will be.

St. Dennis – With all of the available public parking, there is no better location for this type of establishment than where it is being proposed.

McPherson – First step is to look at the parking and make a determination if you believe there is sufficient rationale to waive the additional requirement for the change in use. When counted there are 300 spaces of public parking available within 300 feet of the building.

****MOTION**

With no additional board discussion, **motion by Ellwanger, seconded by St. Dennis;** based on the criteria and available public parking in the proximity of the proposed business, waive the additional parking requirements.

Public comments opened at 5:32 pm

Lori Meeder –Main Street Program Director and tenant in the building. A lot of market studies and surveys have been done that show this is a great opportunity for the community, and there is plenty of parking available.

Jim Baumann – Chamber of Commerce: This is the perfect place for this business, and echo that there is plenty of parking available.

2015-7-20-7A

Roll Call:

Aye: Biskner, Ellwanger, Frasz, Neidhamer, and St. Dennis

Nay: Kozlowski and Place

Absent: MacKenzie

Vacancy: One

Motion Carries

The second phase of this is the encroachment on public property with the dumpster enclosure and possibly the ramp. You can not approve this aspect, but can make a recommendation to the City Commission, who will enter into a lease or agreement with them. There are other instances where something similar has occurred, the old Depot railroad train car with ramp and water tower are on public property, and they have a lease agreement with the city to allow that to happen. A survey must be done to specifically identify where the areas are, before a determination to the

extent of encroachment is. We know that there will be an encroachment, just do not know extent at this time. If the board feels uncomfortable making a recommendation prior to getting a survey, you can pass on that until the survey is done, and have them come back for a recommendation. The board felt comfortable with the location of the dumpster placement, however, would like to have the encroachment for the ramp minimized as much as possible. By recommending the encroachments, it will assist in enhancing a business opportunity, and the preferred ramp location is already an entrance into the building.

McPherson – Remember the final design must go to the Main Street Design Committee for materials and construction of the structure and City Commission once all of the information is gathered for final approval of granting a lease or agreement with the encroachments.

Open to public comment at 5:57 pm

Lori Meeder – I echo the comments from the board and am in favor of any necessary encroachments on this small strip of land, to aid this business getting started and off the ground.

After no further board discussion, **motion by Ellwanger, seconded by Neidhamer**, recommending the City Commission enter into a lease agreement for encroachment of the dumpster location on the southwest corner on public property as shown on page 2 and minimal encroachment, if necessary, for the ramp location on the south side of the building as shown on page 6; with final review to be determined by staff as discussed by this commission, move forward to the Main Street Design Committee for their review and approval for material and construction and City Commission for final approval of encroachments.

****MOTION**

2015-7-20-7A.1

Roll Call:

Aye: Biskner, Ellwanger, Frasz, Kozlowski, Neidhamer, and St. Dennis

Nay: Place

Absent: MacKenzie

Vacancy: One

Motion Carries

Staff Report

- City staff is continuing to review renderings for the city facility final layout, with drawings and materials available in city hall.
- Marvin Loding Awards are coming up again, and currently there are no nominations, so if anyone has any suggestions, get them to Scott.

Good of the Order

None

The next regular meeting of the Boyne City Planning Commission is scheduled for Monday, August 17, 2015 at 5:00 pm in the Auditorium.

Adjournment

****MOTION**

2015-7-20-10

St. Dennis moved, Place seconded, PASSED UNANIMOUSLY a motion to adjourn the July 20, 2015 meeting at 6:11 p.m.

Vice Chair Chris Frasz

Pat Haver, Recording Secretary

CITY OF BOYNE CITY

To: Chair Jane McKenzie and fellow Planning Commissioners

From: Scott McPherson, Planning Director

Date: August 17, 2015

Subject: Catt SOBO Redevelopment Final Plan Review



BACKGROUND

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

DISCUSSION

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

On the Lake Street/Front Street properties the 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.

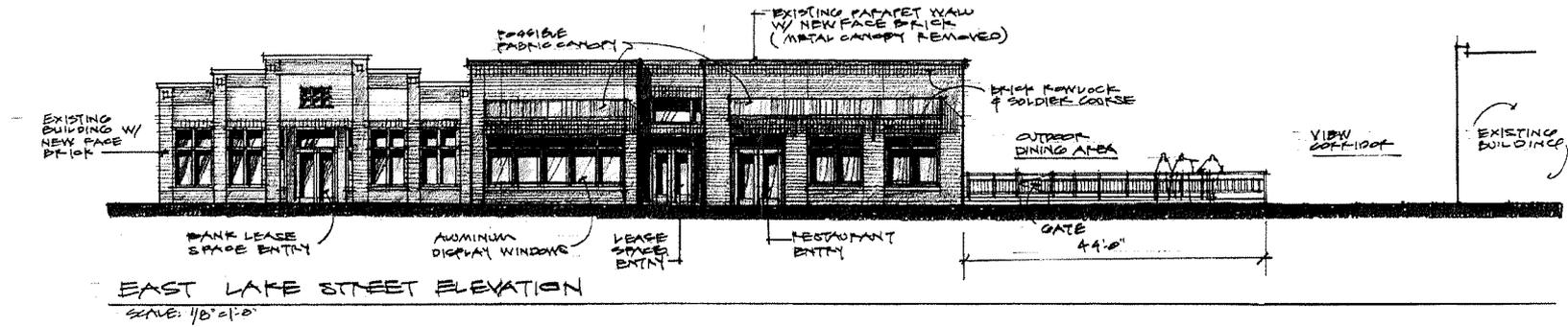
Since that application additional investigation of the site has revealed that converting the existing building into a multi story structure is not possible and removing the structure and building a new building is not economically feasible. Given these constraints a revised development plan has been proposed to renovate the existing structure and have it remain a single story building.

Parking- 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 may recall relief from the ordinance parking requirements was 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 is now moot.

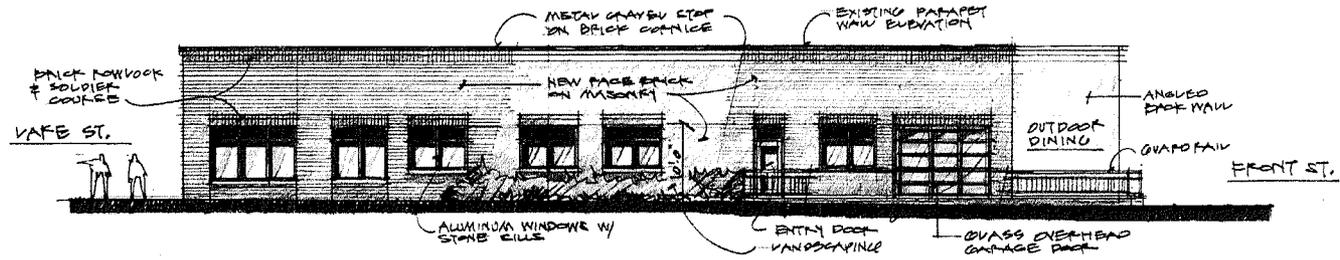
Process

The conditional rezoning, conditional use and preliminary development plan were reviewed as per the required BCZO standards and approved pending final development plan approval by the planning commission prior to the issuance of zoning permits.



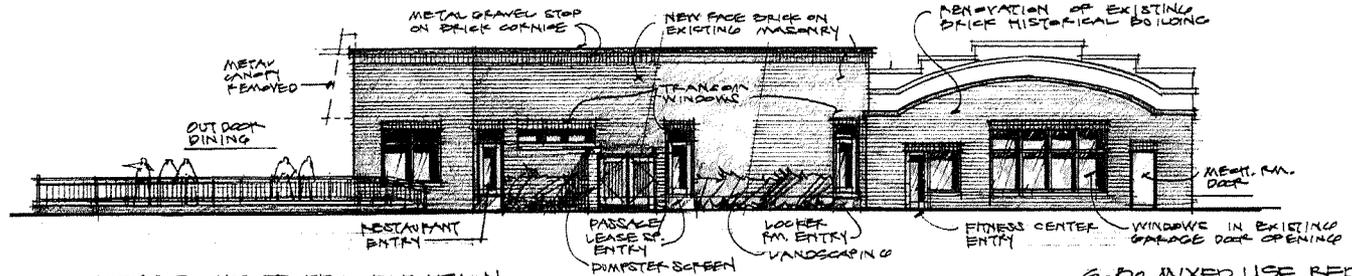
EAST LAKE STREET ELEVATION

SCALE: 1/8"=1'-0"



NORTH ELEVATION

SCALE: 1/8"=1'-0"



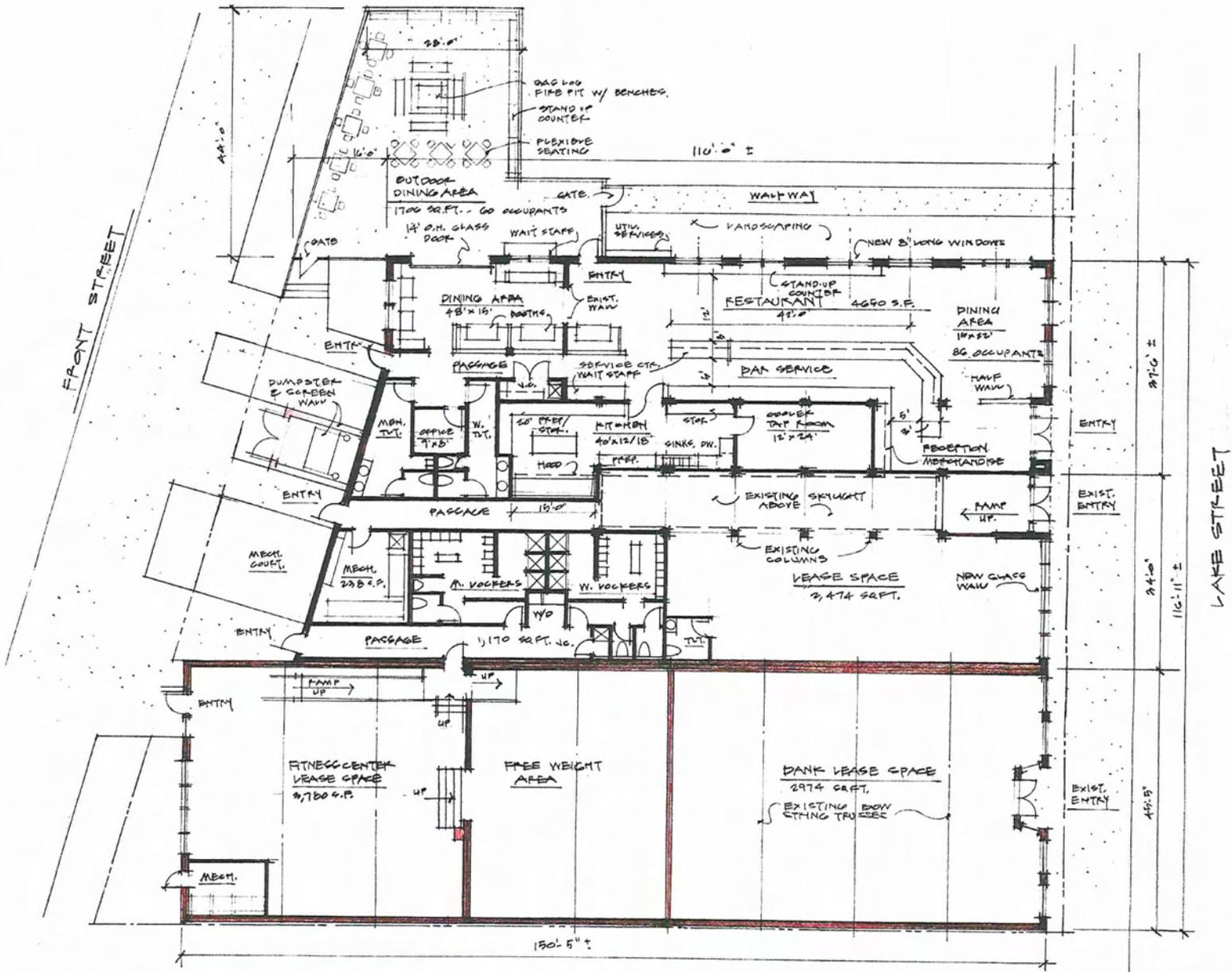
WEST FRONT STREET ELEVATION

SCALE: 1/8"=1'-0"

SoDo MIXED USE REDEVELOPMENT

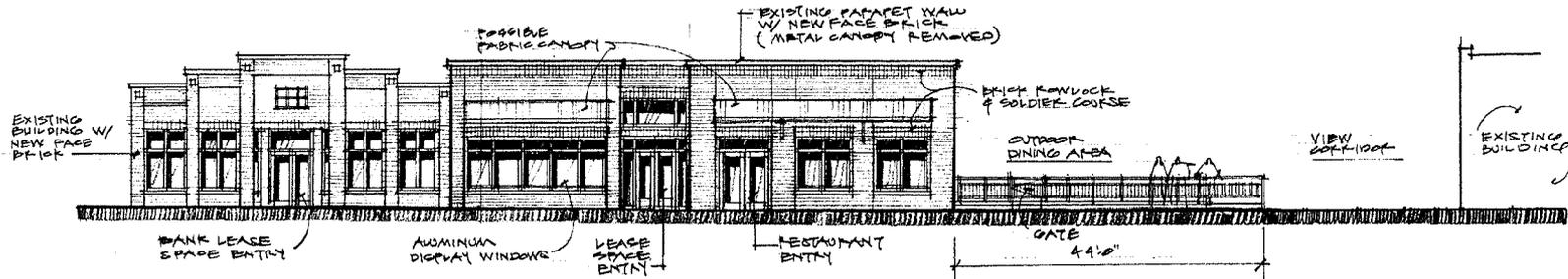
GATT DEVELOPMENT

TAD 7/8/13 REV. 7/10/15



FLOOR PLAN
 SCALE: 1/8" = 1'-0"
 15,764 SQ. FT.

SODO MIXED USE REDEVELOPMENT
 CATT DEVELOPMENT
 TAG 7/8/15 REV: 7/16/15



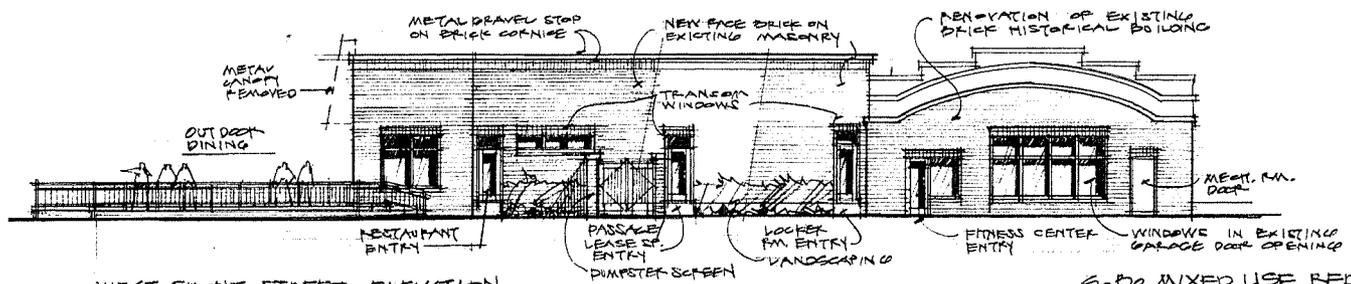
EAST LAKE STREET ELEVATION

SCALE: 1/8" = 1'-0"



NORTH ELEVATION

SCALE: 1/8" = 1'-0"



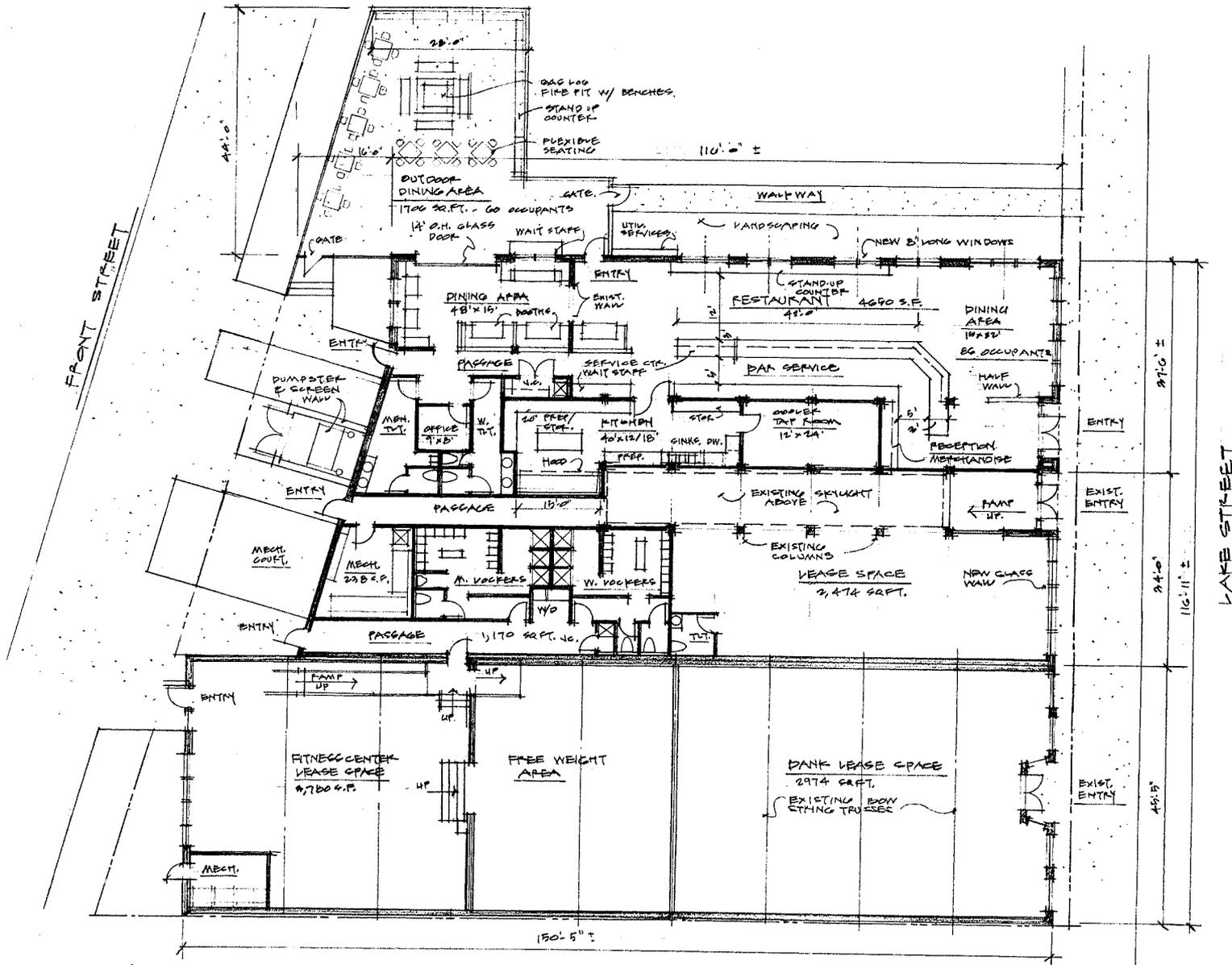
WEST FRONT STREET ELEVATION

SCALE: 1/8" = 1'-0"

SO DO MIXED USE REDEVELOPMENT

GATT DEVELOPMENT

TAC 7/8/15 REV. 7/10/15

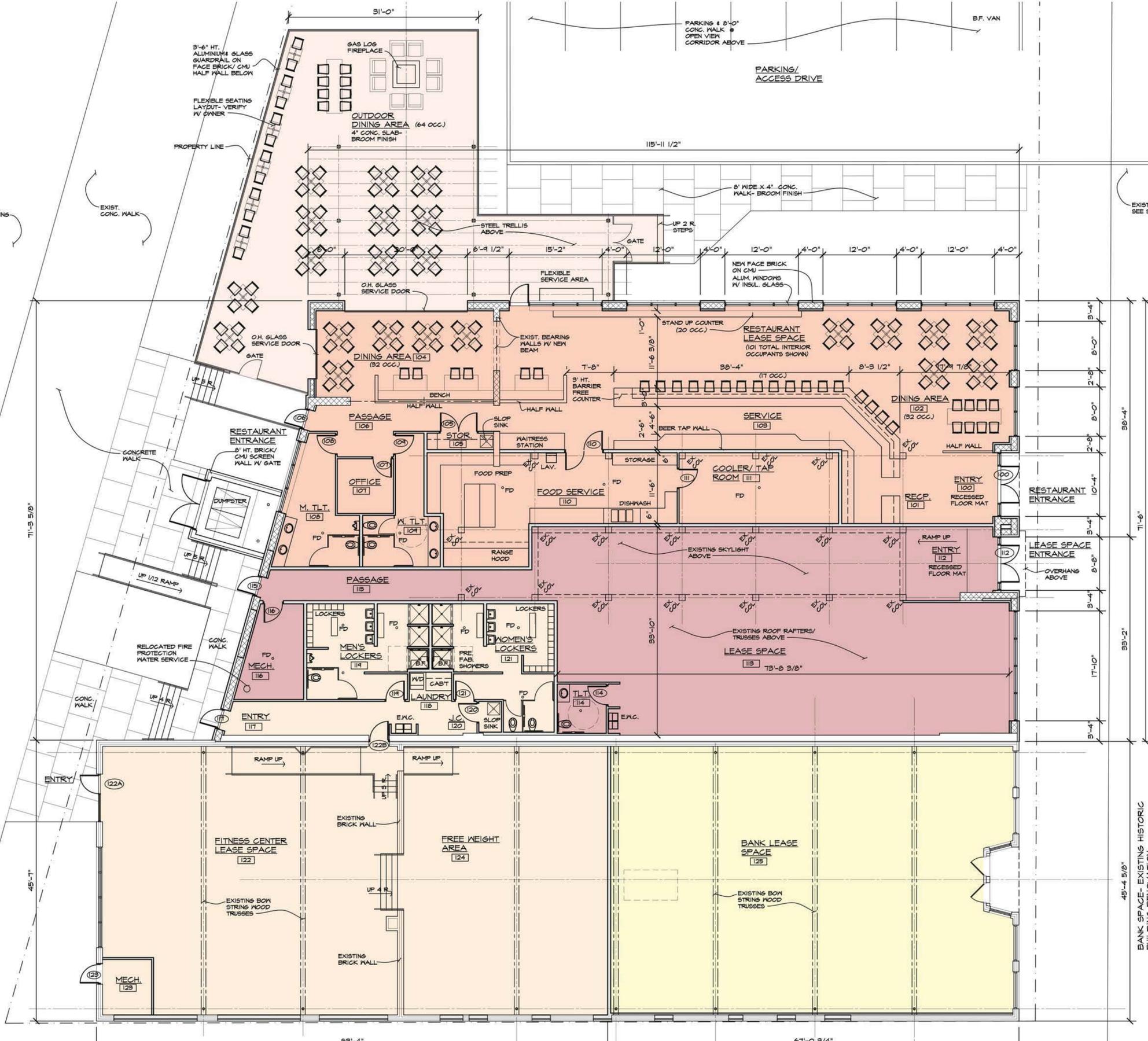


FLOOR PLAN
 SCALE: 1/8" = 1'-0"
 15,764 SQ. FT.

SOBO MIXED USE REDEVELOPMENT
 CATT DEVELOPMENT
 TAG 7/8/15 REV-7/16/15

FRONT STREET

LAKE STREET



COMPOSITE FLOOR PLAN
SCALE: 1/8" = 1'-0"

SQUARE FOOTAGE TABULATIONS:

FIRST FLOOR (GROSS SQUARE FOOTAGES- TYPICAL)

RESTAURANT LEASE SPACE:	4,518.19 G.S.F.
ART GALLERY LEASE SPACE:	2,438.83 G.S.F.
LOCKER ROOMS & MECHANICAL:	1,218.92 G.S.F.
FITNESS CENTER LEASE SPACE:	2,231.44 G.S.F.
BANK LEASE SPACE:	2,914.21 G.S.F.
TOTAL:	13,876.59 G.S.F.

TRAVERSE ARCHITECTURE GROUP
830 Cottageview Dr., Suite 201
P.O. Box 4015
Traverse City, MI 49665
Ph: 231-946-9940 Fax: 231-946-6926



COMPOSITE FLOOR PLAN

5050 MIXED-USE REDEVELOPMENT
CATT DEVELOPMENT, INC.
FRONT AND LAKE STREETS
BOYNE CITY, MICHIGAN 48712

PRELIMINARY
 CONSTRUCTION
 FINAL RECORD

DRAWING HISTORY:

DATE	DESCRIPTION

DRAWN BY: DLS
 CHECKED BY: CLIENT
 DATE: 8/6/15
 JOB NO.: 14067
 SHEET # **A2.1**



Design Committee
BOYNE DISTRICT LIBRARY COMMUNITY ROOM
Monday, August 3, 2015 5:00pm
Minutes

Members: Bruce Janssen, Aaron Place, Martha Sulfridge, Mike Cain, Robin Berry.

Public: Joe St. Dennis

Staff: Lori Meeder, Patrick Kilkenny

Unfinished Business:

1. Old City Park Signage

Grant period Aug 15, 14 to Aug 15, 2015. Any deviations from this we need approval. Installation needs to be done by mid September. Installation doesn't need the map and all the details. Designs to the board on August 6.

2. National Historic Trust Signage

No new updates. This was not included in this year's budget so will need to be included in our goal setting as an opportunity to see where it might go

3. Potential crowd funding Project

Robin will get a subcommittee together with Martha acting as advisor. Mike is suggesting they begin sketching it out and get river placement somewhat finalized so we can work with the DEQ. We need about \$50,000. Mike will make the contacts with the DEQ if they can come up with placement. Lori will work on the MEDC grant application.

New Business:

1. Glen Catt Lake St Development

Glen presented his revised plans which are back to a one story building due to soil and foundation issues with the building. Brick will be different between the garage building and seven monks. Doors will likely be different as Seven Monks will pick out their own doors. Transom windows to be considered below the retail space. Cornice molding would be a nice addition on the Lake St side. Bruce suggested the look was good but additional information on:

- window and door detail breaks and colors,
- aluminum will they be painted or not
- awning detail,
- cornice, brick color and stacking

Longer windows on the Front ST side of Seven Monks was suggested which Glen thought would look nice and the deck should not be in the way of this. Discussion on the type of railing around

outdoor seating – could it be glass or maybe cable – something that allowed for maximum view. Fence posts should be consistent with the building – as much view saving as possible. Deck enclosures (glass, wind elimination, etc must be re-submitted to design committee). The possibility of roof top dining was asked. Due to cost, elevator, weight of the roof top deck this isn't really an option. Will there be an exterior lighting plan? Goal is to get started in October and Seven Monks opening in May. Based on some of the discussion Glen thought additional work needed to be done by his design team prior to submitting plans to the Planning Commission.

2. Railroad Building

The design committee reviewed the rough sketches provided by Mike Castiglione regarding the ramp - required ADA access to the building. After much discussion, Mike Cain made a motion to strongly suggest to the applicant that they consider purchasing and installing a lift in lieu of the ramp to minimize the negative visual impact the ramp would have on the historic building as well as minimize the foot print of public space needed to access. Bruce seconded the motion. Ayes all.

Discussion in general the plan presented was not acceptable.

Martha Sulfridge made a motion to strongly recommend that any interior walls or fixtures with historical significance or value, be preserved and if removed be stored or donated to a historical preservation group. The motion was seconded by Robin Berry. Ayes all.

Project Updates:

1. Place Plans Project – “Boyne on The Water, Community Draft Presentation

All information presented at sunset park in July is now available on the website (80 some photos) and people have the opportunity to make additional comment. Sept (date to be determined) is the formal draft presentation with further break out discussions for additional commitment. Bruce asked that the final plan be brought before the design committee prior to any installation.

Good of the Order:

Next meeting – Mike makes a motion and Robin seconds will Sept 14 work since the first Monday is Labor Day?

Committee Member Assignments for Next Meeting:

Next committee meeting: September 14, 2015 5:00 p.m. Boyne District Library

**Meeting of
February 16, 2015**

Record of the proceedings of the Boyne City Planning Commission meeting held at Boyne City Hall, 319 North Lake Street, on Monday, February 16, 2015 at 5:00 pm.

Call to Order

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

Roll Call

Present: Jason Biskner (arrived at 5:01 pm) George Ellwanger, Jim Kozlowski, Jane MacKenzie, Tom Neidhamer, Aaron Place and Joe St. Dennis
Absent: Chris Frasz and Lori Meeder

Excused Absence(s)

****MOTION**

2015-2-16-02

Neidhamer moved, St. Dennis seconded, PASSED UNANIMOUSLY, a motion to excuse the absence of Chris Frasz and Lori Meeder

Meeting Attendance

City Officials/Staff: Planning Director Scott McPherson, City Manager Michael Cain, Mayor Ron Grunch and Recording Secretary Pat Haver
Public Present: Fourteen

Consent Agenda

****MOTION**

2015-2-16-03

Ellwanger moved, Place seconded, PASSED UNANIMOUSLY, a motion to approve the consent agenda; approval of the Planning Commission minutes from January 19, 2015 as presented.

**Citizen comments on
Non-Agenda Items**

John McClorey asked the board for an addition to the agenda to discuss a pre application review for plans on his property at 114 State St. Chair MacKenzie added to the agenda as item 7E

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

The city was recently awarded a Placeplan grant to look at ways to connect city parks to one another and a group held the initial meeting today and will be organizing a steering committee. If anyone is interested in serving on this committee, let city staff know.

Unfinished Business

None

New Business

**Public Hearing for Catt
Development for
Conditional Rezoning and
Conditional Use permit
for SoBo Redevelopment
Plan for 1 Water Street
and 202 Lake Street and
210 Front Street**

Planning Director McPherson reviewed the reasons for the public hearing. There will be a couple different aspects to be reviewed and discussed tonight. The first is a conditional rezoning request for One Water Street; changes in the previously approved site plan to eliminate 4 of the resort interior cottages and replace with parking. A conditional use public hearing for the drive thru bank proposed on the Lake Street property. That language is still in the adoption process, which is going to the City Commission for the second reading next week, so this board can only review without taking formal action, and last the review of the development plan for the entire site.

Doug Mansfield: Mansfield Land Use Consultants - In the agenda packet is the application for the SoBo Redevelopment site plan which includes the One Water Street project and the Lake/Front Street project. Mansfield went through this document with the board and the audience by the way of slides discussing the many aspects of the combined project. Some of the requested changes to the One Water Street project are to remove 4 of the interior cottages and replace with expanded parking, change the most southern end unit from a duplex to free standing units. This will move the southern most point back about three feet. The view corridor

would be impacted slightly, however, with the removal of the four interior cottages; the most eastern portion opens up. Some of the items for the Lake/Front Street project will be the old bus garage will remain as one level due to being on the historic register. This means that architectural features the building current has must remain and will be built upon. The remaining three story structure will house the 7 Monk tap room on one end, a bank with the drive thru on the other end, available retail space in the middle, along with the entrance and storage for the residences on the second and third floors. A roof top deck is being proposed for all of the tenants to use, and all of the mechanical features will be secured. With the changes to the One Water Street project and the increase in the parking which will partially be used for tenants of the new structure, and with all of the available parking being built into the new project, they will be 16 - 17 parking spaces short of the requirements, however, are hoping to take advantage of the shared parking and will be formally requesting the 20% reduction in required spaces as "shared" spaces. The board had questions about the view corridor, and was directed to the staff report that shows the current and proposed corridor which will increase slightly. Questions were raised about a public sidewalk along the water on the One Water project, and were reminded that when the project was originally approved, the stipulation agreed upon by the city and Catt Development was that the dock all the way to the end would remain open to the public and there would not be a public sidewalk along the lake front.

Public Hearing opened at 5:30 pm

Hugh Conklin: Resident - What an overwhelming good thing for the community, as I have not been able to think of what could be done with the Lake Front mall when I was working with the Main Street. Flexibility in parking between the two projects could be important to the community with the possibility of further commercial development in the area. I appreciate the effort being made to save the old school bus garage historically, and can't thank the development team enough for the work that has been done and continues to be done.

Jeff Wellman: Re/Max - Working across from this building and seeing it struggle for the past 20 years, this project is refreshing and as the SoBo area has also struggled in getting people down into the area, this project will get them there.

Ward Collins: Citizen and Boyne Arts Collective board member - This project is a phenomenal improvement to the community and is a great addition to this area, which will bring life back to this area of the city.

Jim Baumann: 1119 West St. - I agree with what others have said that end of town has suffered badly; and we do have a parking problem in this area, we have a lot of open spaces, because no one goes to that area. The caliber of the businesses that will be added and having affordable housing downtown is something that we have tried to get for a long time.

Board Discussion

The board had questions about the materials to be used in the building. These items will be going to the Main Street Design committee for review and recommendations also. At an earlier meeting, balconies were discussed for the individual apartments, these will not be built, however, a roof top deck is being proposed that all of the tenants will be able to use. This facility will have a building manager who would be responsible for keeping a schedule of use. The bricks will match as much as possible, and the false window in the drive thru is a design element, because it must remain as open as possible for ventilation. There will not be a loading dock for the tap room, and the dumpsters will be placed so they will

have parking spaces in front so delivers and emptying the dumpster should be coordinated in the mornings. The curb cut and sidewalks will need to be beefed up in this area, and signs placed for no parking between 5 and 7 am. The pedestrian walkways will have a different finish to them, so that people will know that is the area to be used. The residential structure will have entrances on both sides, a main hallway down the middle which has storage planned on the main floor after earlier suggestions for bikes, kayaks and other items. Between both plans, assigned/dedicated parking spaces were identified for the new development. Planning Director McPherson was asked while prepping the staff report if any "red flags" were noted in response to height and setback of the buildings. Nothing was noted. The requested split of the duplex into (2) separate units would shift the southern most building slightly into the view corridor, but with the elimination of the interior units, the eastern side would have expanded frontage and would be a wash, as it doesn't affect the view shed outcome. Drive thru aspect will be looked at later; the Street Superintendent did have a couple of comments with respect to materials, those to be reviewed at the final plan review. 39 new parking spaces have been created, 20 of those will be dedicated to the new apartment structures.

Planning Director McPherson began his presentation of the staff report for One Water Street project. There is no change in use; just eliminating 4 interior cottages. Parking uses removed for the cottages, but will be added for the Lake/Front Street development project.

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

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

City. The Planning Commission may require a general impact assessment in accordance with the requirements of this Ordinance if it determines the proposed zoning change could have a negative impact upon traffic, public facilities, utilities, natural characteristics, populations density, or other concerns. A traffic impact study in accordance with the requirements of this Ordinance shall be required if the proposed rezoning district permits uses that could generate one hundred (100) or more directional trips during the peak hour, or at least one thousand (1,000) trips per day more than the majority of the uses that could be developed under current zoning.

N/A

7. The rezoning would constitute and create an isolated and unplanned "spot zone" granting a special privilege to one landowner not available to others. *N/A*
8. The change of present district boundaries is consistent in relation to existing uses, and construction on the site will be able to meet the dimensional regulations for the proposed zoning district listed in the Schedule of Regulations. *N/A Boundaries will not change*
9. There has been a change of conditions in the area supporting the proposed rezoning. *True*
10. Adequate sites are neither properly zoned nor available elsewhere to accommodate the proposed uses permitted in the requested zoning district. *N/A*
11. There was a mistake in the original zoning classification. *No*
12. The request has not previously been submitted within the past one (1) year, unless conditions have changed or new information has been provided. *No*

Based on the board discussion and findings of fact under 2.50 (C) **motion by Ellwanger, seconded by Place** to recommend the conditional re-zoning change request based on items 2, 3, 4, 5, 8, & 9 to be submitted to the City Commission for a first reading at their next available meeting.

****MOTION**

2015-2-16-7A.1

Roll Call:

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

Nay: None

Absent: Frasz and Meeder

Motion Carries

Drive Thru conditional use

The board now directed their attention to the conditional use findings for the SoBo Redevelopment Bank Drive Through; 2.70 Standards of Approval. This will be for the use only and not design. Their findings for this section are attached as Appendix A. After board discussion **motion by St. Dennis, seconded by Ellwanger** the recommendation if the ordinance amendment is approved by the City Commission; the preliminary approval of this drive thru plan. Upon the final effective date of the ordinance; the final approval of the Conditional use and Development plan proposed drive though is required by this commission.

****MOTION**

2015-2-16-7A. 2

Roll Call:

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

Nay: None

Absent: Frasz and Meeder

Motion Carries

The board now began their review of Article 19 – Development Requirements, specifically looking at Section 19.40 Development Plan Approval Criteria. Per staff, instead of duplicating documents, as the applicant did an excellent job in putting this together, the board was directed to the SoBo Redevelopment Site Plan Review document, beginning with page 1 and going through 12. Their findings will be included in this document.

- A. General - requirement met
- B. Building design – Consistent with standard requirements. Recommend to go to the Main Street design committee for review and comment. Limited to what can be done with the bus garage due to being on the Historic Register. No awnings are being proposed or even considered.
- C. Preservation of significant natural features – Significant attention to historic details are being observed.
- D. Streets – Minor alterations will be done, rebuilding of one of the existing S. Lake street bump outs. Handicapped parking spots were discussed and identified to be moved down by the new bump out.
- E. Access, driveways and circulation – Curb cut suggestions and changing the existing driveway to an entrance to a parking lot. Crossings existing on Front and Lake Streets will remain.
- F. Emergency vehicle access – Had no comments from the Police Chief or the Fire Chief; they saw no access issues.
- G. Sidewalks, pedestrian and bicycle circulation – The existing systems will be enhanced.
- H. Barrier-free access – They are proposing 4 – 6 barrier free parking sites on the One Water Street site, and 1 public site for the Lake/Front Streets project.
- I. Parking – With the combined proposed projects they are 16 parking spaces short. They were able to establish 39 parking sites for the new project. With dual function of the parking areas, and surrounding areas of public parking they are asking for a 20% reduction based on the dual uses of both projects.

****MOTION**

After board discussion, **motion by Neidhamer seconded by St. Dennis** to recommend and support a 20% reduction in parking based on the proposed dual uses of the project.

2015-2-16-7A.3

Roll Call:

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

Nay: Biskner and Kozlowski

Absent: Frasz and Meeder

Motion Carries

- J. Loading – Meets the standards
- K. Landscaping, screening, and open space – Meets the standards
- L. Soil erosion control – No changes
- M. Utilities – City utilities are currently available
- N. Stormwater management – Meets the standards
- O. Lighting – Will use Dark Sky sconces for the building entrances and at the tap room entrance. Spec sheets will be provided to staff
- P. Noise – Uses currently allowed in the district. The board would like to see sound proofing between floors and the walls to lessen the seasonal outdoor & indoor ambient music.
- Q. Mechanical Equipment – Meets all standards

- R. Signs – No signs have been proposed at this point, however, they must meet the Sign Ordinance standards
- S. Hazardous materials or waste – N/A
- T. Other agency reviews – Other agencies have been notified and compliance with appropriate agency review standards has been provided.
- U. Approval process - An agreement for the dumpster location crossing city property must be obtained from the City Commission. After board review and discussion, **motion by Place seconded by Ellwanger** to recommend preliminary site plan review with findings identified to be brought back to the Planning Commission after the Conditional Use is approved by the City Commission.

****MOTION**

2015-2-16-7A. 4

Roll Call:

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

Nay: None

Absent: Frasz and Meeder

Motion Carries

Public Hearing closed at 7:17 pm

Board took a brief recess at 7:18 pm

Board reconvened the meeting at 7:25 pm

Chair MacKenzie moved agenda item 7E up to this point in the meeting

Pre-application site plan review at 114 State Street - Owner John McClorey

John McClorey is approaching the board for a pre-application site plan review for his property on State Street. The building is in need of major repair, and he is contemplating a different use instead of putting a lot of money into the building. The lot measures 33 x 165 feet and is located in the Central Business District. What he is proposing is seasonal use of the site from April/May through October, for an open air park and event arena with food trucks, a stage, dry bar, fire pit and some smaller kiosks. The entire area will be fenced in with some decorative “see through” fencing to allow for the controlled access of pedestrian flow into the area for any paid events. The only access to the lot currently is through an alley behind the current structure, so is proposing the food trucks to be on the southern area of the lot. The structures that he is looking at are 8 x 20 ft shipping containers placed on the street end, also used for a dry bar and restrooms. The structure will be double stacked building blocks for the entrance. These structures will have electric in them, and water will be accessible to the food trucks and the restrooms. The dumpster will be in the back by the alley for easy access for dumping. They are looking at permeable materials to be used. The board had concerns about the style of the buildings and the lack of parking. In the Central Business District, these structures are not consistent with the design criteria; however, the Planning Commission does have the discretion authority to allow them. McClorey has gone before the Main Street design committee and they have given him the nod to the concept. In order to generate revenue, the dry bar, food trucks and kiosk areas would be rented out, and some events will be held that may require a cover charge. Within walking distance is public parking on River Street, a few spaces across the street, and the old Fochtman lot. Staff has to contemplate the parking numbers for the use of the proposals.

Biskner left at 7:50 pm

There is no access except from the alley, and not enough room on State Street to allow for a curb cut. In this older "industrial" part of town surrounded by banks, telephone switching office, party store, dental office and rehab office, this concept would lend to the uniqueness of the area. Board members and the audience liked the uniqueness of the concept and the eclectic style with new ideas being brought forward, however not sure how the ordinance would address this.

**Capital Improvement
Plan review and
recommendation**

In the agenda packet is the Capital Improvement Plan for the board's review and comment. The 6 year restructured layout is being shown for 2015 through 2020. After board review and discussion **motion by Place, seconded by St. Dennis** to recommend approval to the City Commission the 2015-2020 Capital Improvement Plan as presented.

2015-2-16-7B

Roll Call:

Aye: Ellwanger, Kozlowski, MacKenzie, Neidhamer, Place, and St. Dennis

Nay: None

Absent: Biskner, Frasz and Meeder

Motion Carries

**Schedule a special
meeting for Master Plan
Review**

MC Planning & Design was scheduled to follow up on the Master Plan this meeting, however, due to the length of agenda items was postponed. A special meeting has been scheduled for Monday, March 9, 2015 at 5:00 pm in the auditorium to discuss this only.

**2014 Planning and
Zoning Report**

Also included in the agenda packet was the 2014 Planning and Zoning report for the board review. The Noise Ordinance has been used by the Police Department when noise complaints have been received. The Planning Department will be looking for an Assistant Planning Director. The food truck 90 day moratoriums has expired, and are currently attempting to identify a mediator to work with the two different sides. They have been operating on private property without any difficulties; however, the moratorium did not allow them to operate on public property.

**Staff Report
Good of the Order**

Staff Report – None

Good of the Order – Jim Kozlowski will not be available for the March meetings

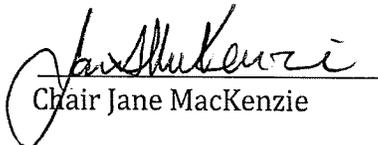
The next regular meeting of the Boyne City Planning Commission is scheduled for Monday, March 16, 2015 at 5:00 pm in the Auditorium.

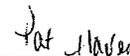
Adjournment

MOTION

2015-2-16-10

MacKenzie moved, Kozlowski seconded, PASSED UNANIMOUSLY a motion to adjourn the February 16, 2015 meeting at 8:36 p.m.


Chair Jane MacKenzie


Pat Haver, Recording Secretary

CITIZEN PLANNER CLASSROOM SERIES

Charlevoix County
SEPTEMBER 10 — OCTOBER 29, 2015



Fundamentals of Planning and Zoning Course A Land Use Training and Certificate Course for Community Land Use Decision Makers

MICHIGAN CITIZEN PLANNER IS AN MSU EXTENSION PROGRAM

ABOUT MICHIGAN CITIZEN PLANNER

Michigan Citizen Planner provides time-tested educational programs on important local issues that are proven to be comprehensive without being overwhelming. The program is offered locally to provide a convenient way for busy volunteer community leaders to obtain the latest technical knowledge and information they need to perform their duties more effectively and responsibly.

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The simple truth is that communities need to change the way they do community planning. Local officials have a responsibility to help their communities manage the impacts of economic change and be part of the solutions to challenges and issues their communities face. Local communities that proactively plan to succeed in the New Economy can improve their quality of life and lead Michigan's recovery and transformation. Michigan Citizen Planner empowers local officials to shape the future of their communities by providing them with the tools and education they need to lead.

Michigan Citizen Planner offers the Fundamentals of Planning and Zoning, a seven-session course leading to a certificate of completion awarded by Michigan State University Extension. The course is intended for local appointed and elected officials, zoning administrators and interested citizens.

Participants may also choose to continue on with the program and earn the Master Citizen Planner (MCP) credential by completing the Fundamentals of Planning and Zoning, an examination and a capstone project. Master Citizen Planners receive course discounts, exclusive training opportunities and other incentives.

CURRICULUM: FUNDAMENTALS OF PLANNING AND ZONING

Instructors for the training program include MSU Extension educators, planners, attorneys and MSU faculty.

1. **Introduction to Planning and Zoning:** Smart Growth and the New Economy, Conflict of Interest and Planning Resources
2. **Legal Foundations of Planning and Zoning:** Cases, Statutes and other Planning Authority
3. **Roles and Responsibilities, Part I:** Master Plan and Planning Process, Sub-Area Plans, and Working with the Public
4. **Roles and Responsibilities, Part II:** Zoning, Site Plans and Zoning Board of Appeals Process
5. **Plan Implementation and Development Controls:** Subdividing Land, Zoning Controls and Non-Regulatory Techniques
6. **Best Practices for Innovative Planning and Zoning:** Green Development, Form-Based Code, Traditional Neighborhood Design and Conservation Design
7. **The Art of Community Planning:** Participation, Effective Meetings and Managing Conflict



Charlevoix County

SEPT. 10 — OCT. 29, 2015 5:30PM — 8:30PM

COURSE SCHEDULE

Introduction to Planning and Zoning
Thursday, Sept. 10, 2015
5:30 PM — 8:30 PM

Legal Foundations of Planning and Zoning
Thursday, Sept. 17, 2015
5:30 PM — 8:30 PM

Basics of Planning
Thursday, Sept. 24, 2015
5:30 PM — 8:30 PM

Basics of Zoning
Thursday, October 1, 2015
5:30 PM — 8:30 PM

Plan Implementation and
Development Controls
Thursday, October 15, 2015
5:30 PM — 8:30 PM

Best Practices for Innovative Planning and Zoning
Thursday, October 22, 2015
5:30 PM — 8:30 PM

The Art of Community Planning
Thursday, October 29, 2015
5:30 PM — 8:30 PM

NO CLASS ON OCT. 8

COURSE LOCATION

Charlevoix Public Library
220 West Clinton St.
Charlevoix, MI 49720

DIRECTIONS

LOCAL CONTACT PERSON

Dean Solomon
(231) 582-6232; solomon@msu.edu

COURSE FEE

The course fee is \$295 per participant for the complete core program. Group discounts are available for four or more. The fee covers registration, course materials and refreshments. Participants that complete all seven sessions will receive a certificate of completion.

HOW TO REGISTER

Online registration is available at <http://events.anr.msu.edu/CPCharlevoix/>. Payment can be made by credit card, check. An invoice/confirmation is generated at registration. Group registration is also available online. The registration deadline is **September 3, 2015**.

GRANTS/SCHOLARSHIPS

With generous support from the Charlevoix County Community Foundation, \$150 per person registration fee scholarships are available for Charlevoix County communities. The number is limited and offered as a reimbursement upon completion basis, so please contact Dean Solomon, MSU Extension, (231) 582-6232, solomon@msu.edu, for further details.

A grant program, Risk Reduction Grant Program (RRGP), may be available from your community's liability insurance provider. Michigan Township Participating Plan offers to its municipal members one per community, which covers the complete registration cost for participation in the Michigan Citizen Planner Program. Contact **Rita Evans at 800.783.1370** for more information. For member governments of the Michigan Municipal Risk Management Authority (MMRMA), contact **Cara Kowal at 800.243.1324** for more information regarding grants for education and training through the Risk Avoidance Program (RAP). For municipalities obtaining insurance through Nichel & Saph, Inc. Insurance Agency contact Stephen R. Saph, Jr. at 586. 463.4573 or stephenjr@nickelsaph.com. Contact your local community liability risk insurance carrier to see if similar grants or scholarships are available.

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