Approved: November 25, 2019

Meeting of October 21, 2019	Record of the proceedings of the Boyne City Planning Commission meeting held at Boyne City Hall, 319 North Lake Street, on Monday October 21, 2019 at 5:00 pm.
Call to Order	Chair Place called the meeting to order at 5:00 p.m.
Roll Call	Present: Larry Chute, Monica Kroondyk, Skylar MacNaughton, Tom Neidhamer, Rose Newton, Aaron Place and Jeff Ross Absent: None Vacancy: Two
Meeting Attendance	City Officials/Staff: Planning and Zoning Director Scott McPherson and Recording Secretary Pat Haver Public Present: Six
Consent Agenda **Motion	**2019-10-21-03** **Ross moved, Chute seconded, passed with dissention from Newton**, a motion to approve the consent agenda, the Planning Commission minutes from September 16, 2019 as presented.
Citizen comments on Non-Agenda Items	None
Reports of Officers, Boards and Standing Committees	Planning Director McPherson indicated that the city would like to put together a Marijuana Work Group of volunteers from various city boards. If anyone is interested in volunteering, let us know and we will get you set up with the date and time of the first meeting. The last marijuana webinar is this week on Thursday, October 24th at 3:30 pm in the commission chambers. This webinar is supposed to be the best of the series as it will review all of the other sessions.
Unfinished Business	None
New Business **Development Plan review 1254 M – 75 Jervis B. Webb (Daifuku)**	Planning Director Scott McPherson reviewed his staff report that was included in the agenda packet. The application that has been submitted for plan review is a 28' x 62' addition on the north side of the building for a proposed new breakroom and restrooms, and a 66' x 96' addition proposed on the south side of the building for an oven powder coating structure. The existing and the proposed uses are principal permitted uses in the RC/IND district, and the proposed site plan is in compliance with all ordinance requirements of Section 20.20 in regards to building placement, height, lot coverage and size. Under Sections 13.40 and 22.30 which establishes design standards for buildings located in the RC/IND district; the proposed additions comply with design criteria, matching the existing structure in materials, site layout, retention pond and location of the future proposed driveway. The existing parking currently exceeds ordinance standards and the proposed addition is not anticipated to add any additional demands. During their review, staff found no issues as it meets all ordinance requirements. Even though it is not in the industrial park, the EDC (Economic Development Corporation)/LDFA (Local Development Finance Authority) boards recently reviewed the plans and fully support the project. **Jay Wangeman: Wangeman Construction** – Introduced the team and reiterated what Planning Director McPherson stated. They are looking to get the project started as soon as possible. **Chute** – the smaller addition to front, will it be brick/block or siding?

Wangeman – It will be siding to match as closely as possible to existing structure.
Chute – What about the retention basins?
Wangeman – The SW corner will be used for the basin for the additional proposed hard surface and the run off from the roof; and will be done as part of the construction.
Place – Will there be any additional hazardous materials that will be produced?
Gary Jett – No; the paint that was used previously had VOC's which we are no longer using, we are using a powder coating that is nontoxic and can be put into a bag and hauled away by Waste Management. We are inspected yearly, and have had no problems.

Board Discussion
At this point, Chair Place facilitated the review of Section 19.40 Development Site Plan Review Standards Findings of Fact going through each section.

****Motion**

After board discussion and review with a few minor corrections; **motion by Ross, seconded by Newton** based on the findings of facts under Section 19.40, to recommend approval of the Development Site Plan for 1254 M 75 as presented.

2019-10-21-7A
Roll Call:
Ayes: Chute, Kroondyk, MacNaughton, Neidhamer, Newton, Place and Ross
Nays: None
Absent: None
Vacancy: Two
Motion Carries

Public Hearing Proposed Ordinance Amendments to Reduce Housing Barriers.

Planning Director McPherson reviewed his staff report included in the agenda packet. Tonight before the board are several text amendments to the Zoning Ordinance, specifically Articles II, IV, V, X, XI. A public notice was placed into the Petoskey News Review on October 4th, and Chair Place would like to make that an attachment to the minutes, will be done as Attachment 1.

Public Hearing was opened at 5:20 pm and after no discussion from audience members was closed at 5:21 pm

Board Discussion

The board reviewed the proposed amendments, and had a question about the RED district and the amendments the board proposed for that area. They were not on the staff report, however, were included in the public notice, so they would be included in the public hearing. McPherson had recently attended a MAP (Michigan Association of Planners) convention and one of the conference topics was "Gentle Density"; he reported that we are ahead of several communities in the state with the way that we are looking at dealing with the lack of housing. The board appreciated the hard work from staff, and after discussion, **motion by Ross, seconded by Chute** to recommend to the City Commission consideration of the proposed amendments to the Boyne City Zoning Ordinance and schedule a first reading.

****Motion**

2019-10-21-7B
Roll Call:
Ayes: Chute, Kroondyk, MacNaughton, Neidhamer, Newton, Place and Ross
Nays: None
Absent: None
Vacancy: Two
Motion Carries

Zoning Map Correction Recommendation

Planning Director McPherson reviewed his report included in the agenda packet. A local appraiser brought the discrepancies in the zoning maps to staff's attention. The area in question is a section up behind Challenge Mountain. The 2001 adopted map and ordinance introduced a new district designation and new boundaries for some residential and commercial districts, two of the parcels involved are 15-051-302-01-60 and 15-051-302-01-65; on a private drive Crozier Crest. After staff review of historical zoning maps, land use, geography and topography it is believed that the zoning map boundary lines that were updated in 2001 were incorrectly drawn to include these parcels in the RC/IND district. The parcels were created in the 1990's and in 1994 a dwelling was constructed on parcel 15-051-302-001-60 and the other remained vacant. Tax records for both parcels shows they have been classified and assessed as residential since each was created. Section 2.30 of the zoning ordinance includes procedures for resolving questions regarding district boundary lines. The ordinance specifies that the Zoning Board of Appeals shall determine the exact boundary lines after a recommendation from the Planning Commission.

Public Hearing opened at 5:27pm, and with no comments from the audience, closed at 5:27 pm

****Motion**

After further board discussion and consideration, **motion by Ross, seconded by MacNaughton** to recommend this matter to the Zoning Board of Appeals for their interpretation as to the correctness of the zoning district map adopted in 2001.

2019-10-21-7C
Roll Call:
Ayes: Chute, Kroondyk, MacNaughton, Neidhamer, Newton, Place and Ross
Nays: None
Absent: None
Vacancy: Two
Motion Carries

Staff Report

- Planning Director McPherson shared with the board that the City Commission would like to have a joint meeting with this board and the Parks and Recreation Commission on November 19th at 7:00 pm to discuss the possible non-motorized trail route on Michigan Avenue to the west. They are looking at incorporating this leg of the trail into the upcoming N. Lake Street project that is slated to begin next spring. Larry Fox, consultant from C2ae, will be on hand to answer any questions, and facilitate the discussion.
- The Boyne Valley non-motorized trail is mostly cleared and a sidewalk has been put down in Boyne Falls. Gravel has been laid for the boardwalk sections that they hope to have installed yet this fall. The engineers were able to reduce 30 feet of board walk, which in turn has reduced the project by approximately $30,000. Boyne Mountain will be installing signage on their property at their cost, which is another reduction of approximately $5,000. The final projected date for completion is June 11, 2020
- MEDC has contracted with a freelance photographer who was recently in the area taking pictures, and has gotten a lot of great shots which the city will be able to use however we would like.

Good of the Order

- What is the status of the public hearing for parking? Staff is continuing to work on it

- On September 30th Planning Commissioner training was held in Petoskey. Commissioners Chute, Ross, Newton, MacNaughton and Place attended. They all indicated that it was very informative and have come away with quite a few ideas; one was having a dedicated email only for planning duties, pay attention to conversations that you have outside of the chambers in what you say and do; to have a smooth meeting, all comments, questions, statements should be directed through the chair, and they will in turn direct the comment, suggestion or question to the appropriate party. The board was very appreciative of the in-depth reports that are given by staff.
- With the two vacancies on the board, members have been approached by people who would consider serving on the board, however, live outside of the city limits; some are business owners in the city, and wondered why they were not able to serve as other boards and commissions in the city allow non city residents to serve.
- Thank you to George Ellwanger who has served on the Planning Commission since 2003, his insight, knowledge, dedication have been very much appreciated along with Joe St. Dennis who has served 29 years, both members will be missed.
- Scott McPherson reminded the commission of the upcoming 6th Annual Charlevoix County Planners Forum hosted by Tip of the Mitt Watershed Council scheduled for October 30th in Charlevoix. The deadline for signing up is October 25th; so you will need to register yourself. If you attend, please let us know so that we can update the training log.
- The concerns for short term rentals was brought up again, staff is continuing to compile information for the City Commission, who recognizes this issue. A matrix was handed out by Chute, received and filed, and staff will make that inventory available to the City Commissioners also. What is the percentage that the city can handle? Surrounding areas have ordinances or resolutions in place already.

Adjournment
****Motion**

The next regular meeting of the Boyne City Planning Commission is scheduled for Monday, November 25, 2019 at 5:00 p.m.

2019-10-21-10
Newton moved, Ross seconded, PASSED UNANIMOUSLY a motion to adjourn the October 21, 2019 meeting at 6:04 pm

Chair Aaron Place

Pat Haver
Recording Secretary Pat Haver