Approved: February 16, 2015

Meeting of January 19, 2015

Record of the proceedings of the Boyne City Planning Commission meeting held at Boyne City Hall, 319 North Lake Street, on Monday, January 19, 2015 at 5:00 pm.

Call to Order

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

Roll Call

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

Excused Absence(s)
****MOTION**

2015-1-19-02
St. Dennis moved, Place seconded, PASSED UNANIMOUSLY, a motion to excuse the absence of Jason Biskner

Meeting Attendance

City Officials/Staff: Planning Director Scott McPherson, City Manager Michael Cain, DPW Director Andy Kovolski, Executive Assistant Barb Brooks and Recording Secretary Pat Haver
Public Present: Seven, including a member of the press

Consent Agenda
****MOTION**

2015-1-19-03
Place moved, Neidhamer seconded, PASSED UNANIMOUSLY, a motion to approve the consent agenda; approval of the Planning Commission minutes from December 15, 2014 as presented.

Citizen comments on Non-Agenda Items

None

Reports of Officers, Boards and Standing Committees

None

Unfinished Business

None

New Business

Project update from Glen Catt for 202 and 210 Lake Street

Planning Director McPherson turned this portion of the meeting over to Glen Catt for his update to the project. They are hoping to break ground as early as this spring. Because the bus garage is on the historic registry, it must remain intact and one level; so have had to change the design of the drive thru portion of the plan, which has the drive thru window shifted more to the corner to accommodate 3 or 4 cars in the queue lane which also has eliminated half of the parking planned down to 4. At the current time, no ATM is planned in the drive thru, just a teller window. With this reconfiguration, a vacant space has been created on the Lake Street side of approximately 2,500 sq feet. The trash/dumpster "corral" will have room for the residential trash and planned to be placed on the Front Street side of the complex. They are still looking at some sort of roof designs, and have the stair tower in place. The new design has eliminated 6 residential units from the overall plan. Currently, this revised sketch shows on each of the second and third levels (5) 1 bedroom units and (5) 2 bedroom units. The units on the north or Front Street side will have balconies with the possibility of a couple of the corner units with balconies on the Lake Street side. The south side does not show balconies, because you would be overlooking the bus garage roof. Questions were raised from the board about the overhang of the balconies in the sidewalk right of way and how do other communities handle them? Director McPherson is not sure if it can be done, so will be double checking. The board also raised questions about available parking for not only the businesses but also the residential tenants. Glen Catt advised that is

something that they are still working out; and he does know that there will be some dedicated parking spaces, but has not figured out how to determine who would be getting them and also where to put barrier free parking spaces. Questions were asked about the availability for storage of bikes or other modes of transportation. The team has not come up with anything as of yet, but Glen feels that it is a good idea so will get it incorporated, possibly utilizing some of the newly created vacant space. The development team is also attempting to bring the current One Water Street project and this project together due to some possible changes in the One Water project. They have done some research, and feel that the interior units will be difficult to sell, so are looking at shifting a couple of things around and possibly creating additional parking in that area. Their concern is that by shifting things up toward Front St. it may cut down a portion of the lake view corridor. Some people met with the MEDC last week about the project, and they were quite pleased with the creative and imaginative use of space downtown, they were supportive because of the high demands of affordable rental property, and this proposed project has great long term potential to support the downtown and community. Because the One Water Street project went through a conditional re-zoning process with a 1st and 2nd reading, any modifications that they are considering will need to come back in front of this board for review and consideration for recommendation, with final approval by the City Commission. Glen Catt will take back to the development team the comments about setbacks, height, architectural designs, view corridor, parking, landscaping and signage, and is hoping to have something in front of the board by next month.

Pre-application meeting for rezoning request for 402 State Street

Planning Director McPherson reviewed his memo in the agenda packet. Local real estate agent, Dick Knight is here representing a client who is inquiring about rezoning this parcel in order to use it as a commercial kitchen. There will not be any onsite food service, possibly an occasional pickup, but planning on just delivery out of the facility. At the beginning there will only be a car or two, but more if the business flourishes. If the property is to be conditionally re-zoned, the City Commission has to make the final decision. Because this is zoned residential, a conditional rezoning for a specific use would need to be done, and if the use ceases, it will revert back to its natural use. It does not matter what the history of the building has been. The applicant believes the building is structurally sound to do what they would like however, the board had some concerns about the neighbors having to deal with the smell of cooking and baking, a buffer should be required between the business and neighbors, and they have stated that there will not be an open pit of any kind. Prior to any approval, they will need to submit and go through a site plan review that some of these concerns can be dealt with. Does it have basic amenities like water and sewer, electric and gas? The parking areas will need to be paved. Several members of the board were not opposed to the re-use of the long standing vacant building and would like to see further details on what exactly will be proposed if the client is willing to proceed. A couple commissioners were worried about the neighbors and if the business would fit in with the residential feel of the neighborhood.

Review proposed DPW facility at North Boyne

Public Works Director, Andy Kovolski facilitated the review of the preliminary plans for the DPW facility at North Boyne as submitted by Environmental Architects. The new garage facility will enable the department to put all of the vehicles in one location with added cold storage to get off season items that are stored all around the city in one location. The current salt barn will be torn down, and will be constructed behind the proposed 15,600 sq ft facility, which will house all of the vehicles, equipment, repair bays, locker room, office space, and a wash bay. The plan is to begin breaking ground this spring. The board had some general questions

about traffic flow, nearness to the neighbors with extra noise when trucks are backing up, landscaping, and lighting; however, overall thought it was a well thought out design and should work for the department for many years to come. After review of the plans, **motion by Place, seconded by Meeder to recommend to the City Commission the adoption of the presented preliminary site plans for the capital improvement of the North Boyne DPW site as designed by Environmental Architects.**

****MOTION**

2015-1-19-7C
Roll Call:
Aye: Frasz, Kozlowski, MacKenzie, Meeder, Neidhamer, Place, and St. Dennis
Nay: None
Absent: Biskner and Ellwanger
Motion Carries

Place left at 6:46 pm

Review front yard setback requirements for Planned Industrial District

Planning Director McPherson reviewed his memo in the agenda packet. At the December meeting after discussion of the setbacks in the PID, the board wanted to further review the setback requirements for this district as opposed to the other districts and look at a possible reduction. The Regional Commercial/Industrial District is 20 feet, General Commercial District 10 feet, Central Business District there is none, and in the Planned Industrial District 50 feet with 25 feet as side yard setbacks. A lot of the properties in the PID are on corners, so the front is one setback and the sides are a different setback, however, still bordering a street. After board review and discussion, it was decided to have some consistency in the district to reduce the front yard setback to 25 feet and have staff draft language for consideration at the next meeting.

Review draft of 2015 Recreation Plan

Planning Director McPherson advised the board that every 5 years it is recommended to review and update the Recreation Plan. Included in the agenda packet was a draft plan for review and discussion. Included in the main body of the plan were sub area plans consisting of the Waterfront Master Plan, Old City Park Master Plan, Avalanche Park Master Plan, Trail Town Master Plan and the Veterans Park Master Plan. Chapter 3 includes the recreation inventory of the city and chapter 5 has the Goals and Action plans including a capital improvement schedule for 2015 through 2019. Long term suggestions were made for the continued improvements of all of the parks and possible ideas for future development of the old city dump located to the north of the city in Evangeline Township. After board review and discussion, **motion by Meeder, seconded by St. Dennis, PASSED UNANIMOUSLY,** to recommend the approval of the 2015 Recreation Plan to the Parks and Recreation Commission.

****MOTION**

Staff Report

McPherson reported that the 2nd reading for the Central Business District Drive Thru Ordinance Amendment has been scheduled during the City Commission meeting on February 24th. The city was successful in obtaining the Safe Routes To School grant however, it was not in total; the Lewis St. sidewalks and the rapid flashing beacons were not approved. The city has been awarded the Place plans grant that we applied for which is for a walkable and useable spaces plan development from Peninsula Beach down to Sunset Park and eventually into Veterans Memorial Park. There will be MSU students assisting the city with these plans, and a staff kick off meeting has been set for February 16th. There will be a Re-development Ready Community conference call on January 23rd, to receive feedback and some technical assistance to finish up this project from Jennifer Rentirik and

Joe Meyers. Staff attended the Charlevoix County Zoning Administrators' meeting last week. LIAA is working on water quality initiatives for all of the communities on Lake Charlevoix.

Good of the Order

Damage to the airport fence was reported by possible stacking of plowed snow by one of the businesses in the Industrial Park. City staff will check it out.

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

Adjournment
****MOTION**

2015-1-19-10
St. Dennis moved, Frasz seconded, PASSED UNANIMOUSLY a motion to adjourn January 19, 2015 meeting at 7:33 p.m.

Chair Jane MacKenzie

Pat Haver, Recording Secretary