

# City of Boyne City

Founded 1856

319 N. Lake Street

Boyne City, Michigan 49712  
[www.cityofboynecity.com](http://www.cityofboynecity.com)

Phone 231-582-6597  
Fax 231-582-6506

## AGENDA

### BOYNE CITY PLANNING COMMISSION

Monday January 16, 2017, 5:00 p.m.

Boyne City Hall



Scan QR code or go to  
[www.cityofboynecity.com](http://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 the December 19, 2016 Boyne City Planning Commission meeting.

4. Hearing Citizens Present (*Non-Agenda Items*)
5. Reports of Officers, Boards, Standing Committees
6. Unfinished Business
7. New Business
  - A. Public Hearing – Boyne City Housing Commission Rezoning Request
  - B. Public Hearing -Group Day Care Ordinance Amendment
  - C. Recreation Plan Amendment – Marina Plan Amendment
8. Staff Report
9. Good of the Order
10. Adjournment – Next Meeting February 20, 2017

*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, 364 North Lake Street, Boyne City, MI 49712; phone (231) 582-0334*

Approved: \_\_\_\_\_

**Meeting of  
December 19, 2016**

Record of the proceedings of the Boyne City Planning Commission regular meeting held at Boyne City Hall, 364 North Lake Street, on Monday December 19, 2016 at 5:00 pm.

**Call to Order**

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

**Roll Call**

Present: Ken Allen, Jason Biskner, George Ellwanger, Jane MacKenzie, Tom Neidhamer

Absent: Chris Frasz, James Kozlowski, Aaron Place and Joe St. Dennis

**Excused Absence(s)**

**\*\*Motion**

**2016-12-19-02**

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

**Meeting Attendance**

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

Public Present: 4

**Consent Agenda**

**\*\*Motion**

**2016-12-19-03**

**Allen moved, Neidhamer seconded, PASSED UNANIMOUSLY**, a motion to approve the consent agenda; approval of the Planning Commission minutes from November 21, 2016 as presented.

**Citizen comments on  
Non-Agenda Items**

None

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

With the recent Housing Summits; a Housing Committee will be formed to gather information, discuss options and views and those who are interested should contact Planning Director McPherson. Ken Allen expressed an interest in being on this committee and Jane MacKenzie, due to her professional positions, will also be tapped to be on this committee.

**New Business**

**Hill alley vacation  
request**

Planning Director McPherson reviewed his staff report that was included in the agenda packet. Darrel and Marcella Hill are requesting the alley on Lincoln St. located between their two parcels be vacated. The alley is undeveloped, not maintained and contains no infrastructure now nor are any planned in the future. This alley has significant portions of steep slopes, and is not conducive to access. The application has been reviewed by City Staff and Department Heads and no concerns were raised in regards to this request. Mrs. Hill has spoken with all of the adjoining property owners, who have signed off on this request.

After board discussion, **motion by Allen, seconded by Ellwanger**, to recommend to the City Commission, the requested alley vacation on Lincoln Ave. of Darrel and Marcella Hill as presented.

**2016-12-19-7A**

**Roll Call:**

Aye: Allen, Biskner, Ellwanger, MacKenzie and Neidhamer

Nay: None

Absent: Frasz, Kozlowski, Place and St. Dennis

**Motion Carries**

**Group Day Care ordinance review**

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Planning Director McPherson reviewed his staff report that was included in the agenda packet. As the need for day care facilities continue to grow in Boyne City it has become difficult to secure day care services, is cited by employers as reasons they are understaffed and unable to locate quality members to fill their workforces, staff felt it was time to discuss possible amendments to the Zoning Ordinance. In the last year, staff has been approached by a couple of applicants who were interested in setting up this service, but due to the limits in minimum square footage of the lot size and conditional use requirements they had to be disapproved. After board discussion, staff has been tasked with drafting amendment ordinance language based on the following recommendations by the Planning Commission:

- 1) Principal allowed use by right in all the residential districts and in the Central Business District
- 2) No minimum lot size
- 3) Fenced in play area with a minimum size of 1,200 square feet; not to be located in the front building line

**Minimum Floor Area ordinance review**

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Planning Director McPherson reviewed his staff report that was included in the agenda packet. In reviewing possible actions the city can take to help facilitate the development of more diverse and affordable housing options, the amendment of the zoning regulations can be one of the most effective tools the city has to accomplish this goal. Some possible areas that can be reviewed and amended in housing are minimum floor area, lot area, density, setbacks and required parking. The possibility of tiny houses being allowed has brought inquiries to the planning department. In all of the residential districts, there is a minimum required floor area. The board discussed various areas that changes could be implemented such as changing/lowering the square footage of the floor area, possibly changing the width of a residence and allowing duplexes as a permitted use in all of the residential zoning districts. It was decided that the Housing Committee that is being formed would be the best place to continue with this discussion, so staff will present this item for discussion to that group when it is formed.

**Adoption of the 2017 meeting calendar**

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Included in the agenda packet is the 2017 meeting calendar for your review and consideration. **Motion by Neidhamer, seconded by Ellwanger, PASSED UNANIMOUSLY**, to adopt the 2017 calendar as presented, meetings to be held the 3<sup>rd</sup> Monday of each month at 5:00 pm.

**\*\*Motion**

**Staff Report**

- 
- The city was successful in receiving grants that they have recently applied for; one for the purchase of the Open Space, one for the development of Phase I of the Boyne City to Boyne Falls non-motorized trail; and one to assist the One Water developer for the proposed fishing pier.
  - In the near future the Planning Commission will be reviewing the Recreation Plan as a few updates need to be considered in order to continue to access several grant opportunities
  - The Police Department followed up with the City Commission on the Sidewalk Café Ordinance, this summer there were no reported problems from service of alcohol within the sidewalk, and Planning Staff received no reports of problems either. The only complaints received were it was felt that one area was too tight for pedestrian traffic, and when measured, it was determined that the table/chair setup fell within the specified

requirements. The Commissioners felt that the first season worked well, so will leave things as they are.

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**Good of the Order**

- Possibly next month Boyne Housing will be submitting a site plan for review by this board; and if that occurs, Jane MacKenzie will not be in attendance when this review takes place
- 

The next regular meeting of the Boyne City Planning Commission is scheduled for Monday, January 16, 2017 at 5:00 pm in the Honeywell Meeting Room.

**Adjournment**

**2016-12-19-10**

**MacKenzie moved, Neidhamer seconded, PASSED UNANIMOUSLY** a motion to adjourn the December 19, 2016 meeting at 6:24 p.m.

**\*\*Motion**

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Chair Jane MacKenzie

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Recording Secretary Pat Haver

*DRAFT*

## CITY OF BOYNE CITY

**To:** Chair Jane MacKenzie and fellow Planning Commissioners

**From:** Scott McPherson, Planning Director

**Date:** January 16, 2016

**Subject:** Boyne City Housing Commission  
Rezoning Application Public Hearing



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### Background

A conditional rezoning application has been submitted by Boyne City Housing Commission to rezone parcel 15-051-335-084-40 from Traditional Residential District (TRD) to Multiple Family Residential District (MFRD). The parcel is located adjacent on the north side of Deer Meadows and the Boyne City Senior Center. The parcel is approximately 1,600 x 800 ft with a total area of approximately 7.81 acres. The properties to the north, west and east are zoned TRD and being used for single family dwellings. The property to the south is zoned MFRD and TRD and is used for multifamily and single family. The subject parcel is currently vacant, with majority of the parcel covered with mature forest. Water and sewer are relatively close and available to the site from the north and south.



### Discussion

The written offer submitted for the conditional rezoning identified that the proposed uses for the site would include up to 64 two bedroom units and up to 10 single family units. The single family units would be developed on individual sites accessed from Earl Street. The two bedroom units would be accessed at two points by extending Franklin Street from the west and the Deer Meadows driveway from the south. A preliminary site plan has been submitted with the

application that shows the conceptual layout of the proposed home sites, multifamily units and access.

The master plan future land use map designates the property as Multifamily. While this designation is consistent with the current zoning request, the Planning Commission should keep in mind that the master plan is intended to serve as a guide that should be used to help determine land uses and development policies that affect the community's physical development. It defines general planning goals, policies and action plans that provide a philosophical base for use by the Planning Commission as it guides future growth and land use in Boyne City. Because it is a guide, master plan is not intended to be rigidly administered. Changing conditions in the community may affect the goals and philosophy established when the plan was originally developed.

Housing has been a topic of much discussion over the past months and has been identified and adopted as a goal of the City Commission and providing housing opportunities for all is listed as a goal in the 2015 Boyne City Master Plan.

### **Process**

The authority to approve a Conditional Zoning became effective 2004 and allows an owner of land to voluntarily offer a specific use and development of land as a condition to a rezoning of the land. The act allowing conditional rezoning in its entirety is as follows:

#### ***125.3405 Use and development of land as condition to rezoning.***

*Sec. 405.*

*(1) An owner of land may voluntarily offer in writing, and the local unit of government may approve, certain use and development of the land as a condition to a rezoning of the land or an amendment to a zoning map.*

*(2) In approving the conditions under subsection (1), the local unit of government may establish a time period during which the conditions apply to the land. Except for an extension under subsection (4), if the conditions are not satisfied within the time specified under this subsection, the land shall revert to its former zoning classification.*

*(3) The local government shall not add to or alter the conditions approved under subsection (1) during the time period specified under subsection (2) of this section.*

*(4) The time period specified under subsection (2) may be extended upon the application of the landowner and approval of the local unit of government.*

*(5) A local unit of government shall not require a landowner to offer conditions as a requirement for rezoning. The lack of an offer under subsection (1) shall not otherwise affect a landowner's rights under this act, the ordinances of the local unit of government, or any other laws of this state*

A conditional rezoning is a zoning map amendment and is processed in accordance with the Michigan Zoning Enabling Act and the Boyne City Zoning Ordinance Section 2.40 Amendment Procedures. It is important to remember that the Planning Commission is under no obligation to consider or approve the request for conditional rezoning regardless if the proposed plan meets all zoning criteria. This is a voluntary process for both the City and the applicant. A public hearing in front of the Planning Commission has been scheduled and noticed for January 16, 2017.

The Planning Commission may recommend approval of the proposed conditional rezoning, the Commission can recommend denial of the request, or the Planning Commission may postpone taking action on the application to some future specified date. The City cannot however add or alter any conditions if the plan is approved. If the request is recommended for approval, it is suggested that the planning commission stipulate that if the conditional rezoning is approved by the City Commission, final development plan approval must be obtained by the Planning Commission.

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.

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:

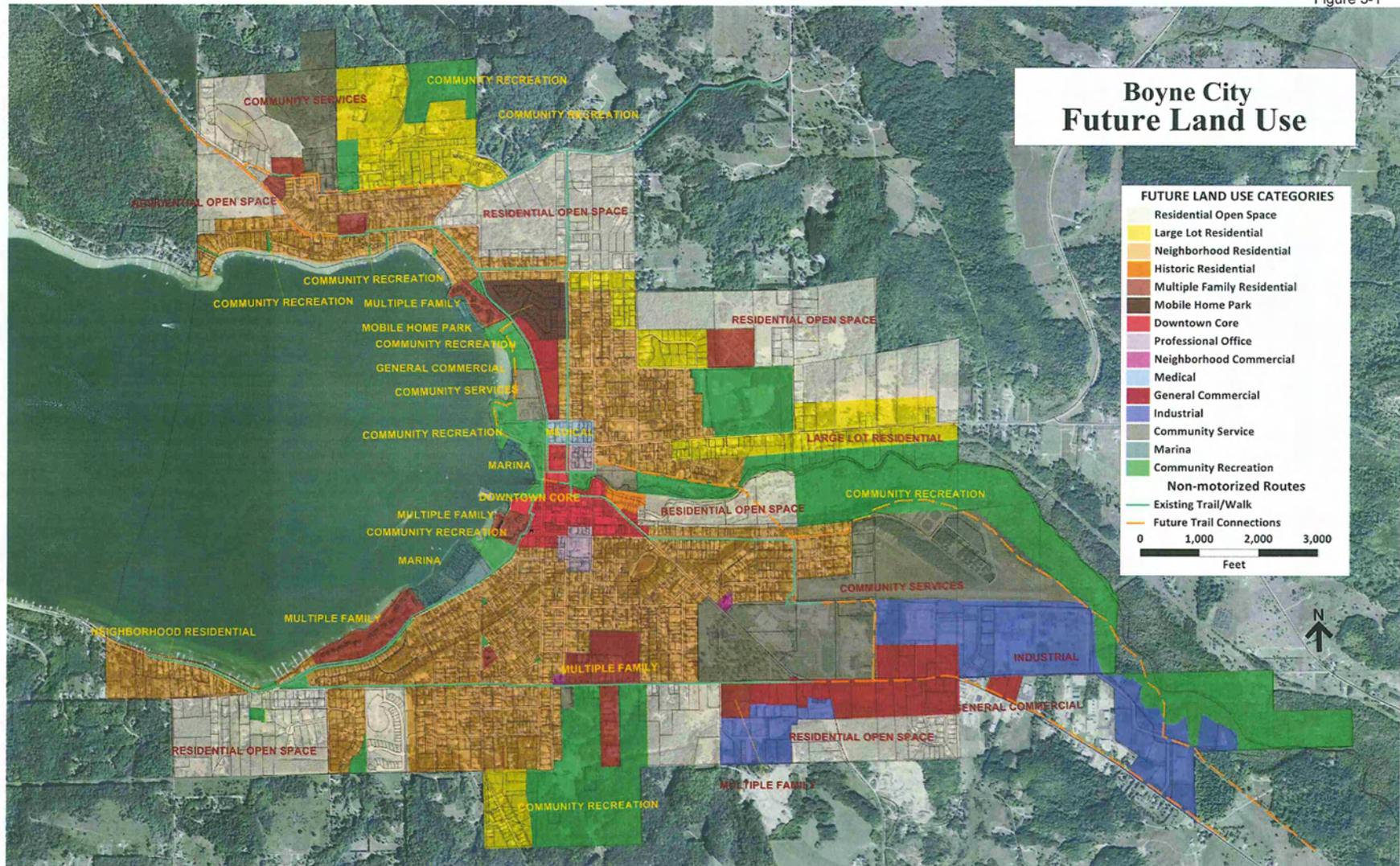
1. The proposed zoning district is more appropriate than any other zoning district, or more appropriate than adding the desired use as a conditional land use in the existing zoning district.
2. The property cannot be reasonably used as zoned, and the applicant cannot receive a reasonable return on investment 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.
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.
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.
5. All the potential uses allowed in the proposed zoning district are compatible with the site's physical, geological, hydrological and other environmental features.
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, population 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. – *Note: a review of the proposed uses and the existing allowed uses shows that the number of trips generated by the proposed uses do not exceed the majority of existing allowed uses by more than 100 directional trips per peak hour or 1,000 trips per day.*
7. The rezoning would constitute and create an isolated and unplanned “spot zone” granting a special privilege to one landowner not available to others.
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.
9. There has been a change of conditions in the area supporting the proposed rezoning.

10. Adequate sites are neither properly zoned nor available elsewhere to accommodate the proposed uses permitted in the requested zoning district.
11. There was a mistake in the original zoning classification.
12. The request has not previously been submitted within the past one (1) year, unless conditions have changed or new information has been provided.

### **Recommendation**

The Planning Commission should review the requirements of section 2.50(C) and determine if the proposed meets any of the criteria for an amendment to the Ordinance and make a recommendation to the City Commission.

Figure 3-1





**CITY OF BOYNE CITY**

319 N. Lake Street  
Boyne City, Michigan 49712  
Phone: (231) 582-6597  
Fax: (231) 582-6506  
www.boyne-city.com

**REZONING/AMENDMENT  
APPLICATION**

➡ **Applicant Name:** Boyne City Housing Commission  
**Street Address:** 829 S Park St  
**City:** Boyne City **State:** MI **Zip-Code:** 49712  
**Phone Number (s):** 582-6203 **E-mail:** jane @ boyne-city .com

➡ **Property Owner's Name:** *(for all lots affected)* Boyne City Housing Commission  
**Street Address:** 829 S Park St  
**City:** Boyne City **State:** MI **Zip-Code:** 49712  
**Phone Number (s):** 582-6203

➡ **Project Location:** **Street Address:** Grant Street  
**Property ID Number:** 15-051-335-084-40

I/We request:  
Rezone a 7.81 acre parcel at end of Grant Street.

**Current Zoning:** Traditional Residential **Proposed Zoning:** Conditional

**Propose Use:** Up to 64 multi-family units and 10 single-family units  
See attached plan & description

*I/we understand and agree, upon execution and submission of this application, that I/we agree to abide by all provisions of the City of Boyne City Zoning Ordinance as well as all procedures and policies of the City of Boyne City Planning Commission as those provisions, procedures, and policies relate to the handling and disposition of this application; that the all information submitted in support of this application is true and accurate to the best of my/our knowledge; and that a filing fee is due with this application.*

Boyne City Housing Commission [Signature] 12/19/2016  
**Applicant (Printed Name)** **Signature Executive Director** **Date**  
Boyne City Housing Commission [Signature] 12/19/2016  
**Property Owner(s) (Printed Name)** **Signature Executive Director** **Date**

This is to certify the required filing fee was received on 12-20-17 and documented with

Receipt Number \_\_\_\_\_ This application is scheduled for public hearing on Jan 16, 2017

Staff Initials [Signature]

Please be advised that there may be deed restrictions limiting the use of your property. The Boyne City Planning Department does not investigate or enforce any such deed restrictions. Deed restrictions are generally enforced by local property owners or home owners associations. You may wish to future investigate any such deed restrictions before proceeding with this application. Furthermore, there may be permits required by state and federal agencies, and you may wish to further investigate these. The Planning Department does not assume any responsibility to ensure that the proper permits have been obtained.



## Boyne City Housing Commission

829 S. Park Street, Boyne City, MI. 49712 Phone: 231-582-6203

Conditional Zoning for Property ID Number 15-051-335-084-40

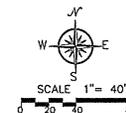
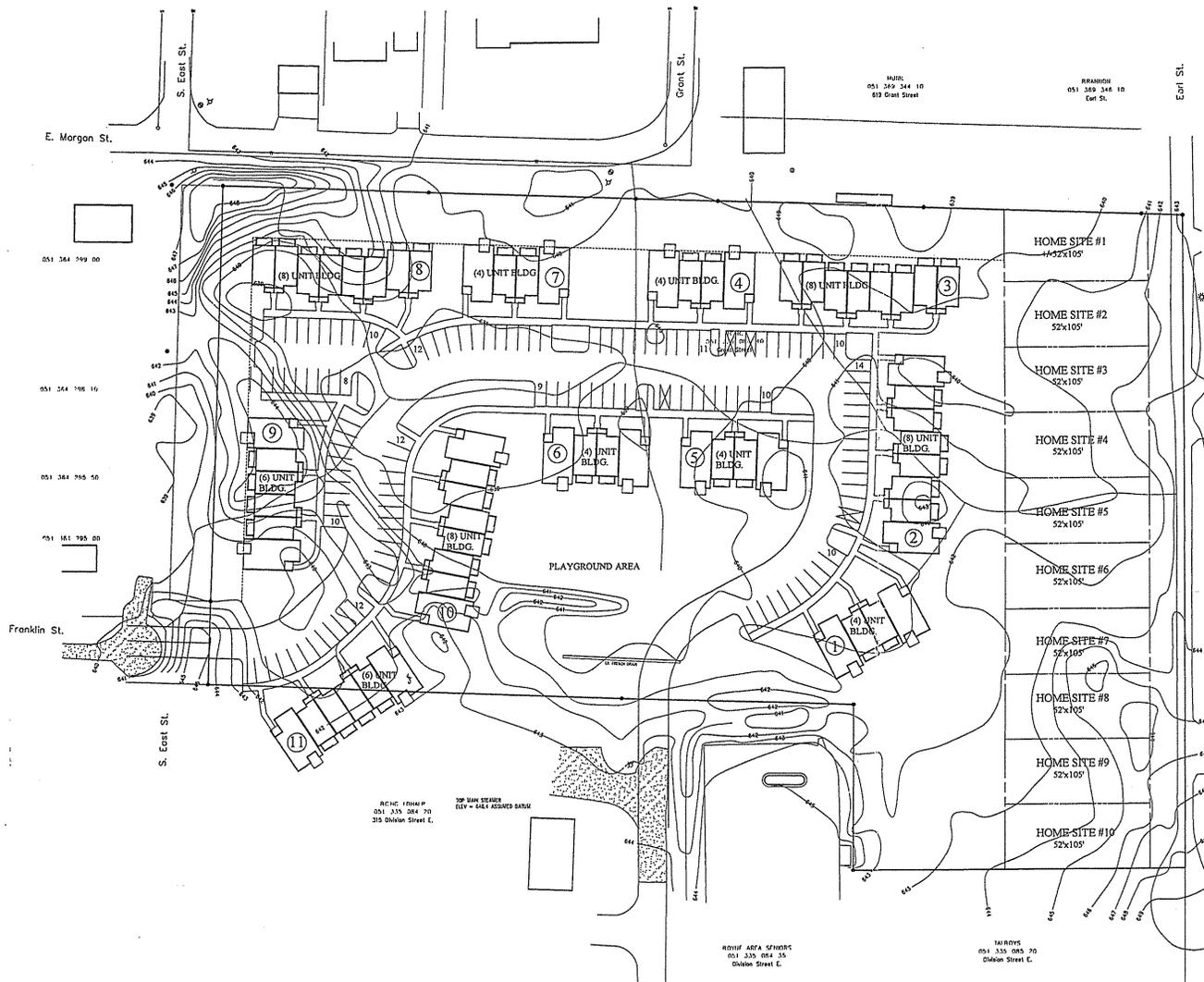
### Written Offer:

The Boyne City Housing Commission is applying for Conditional Zoning for the 7.81 acres as shown on the attached drawing by Progressive Associates, Inc. Architects, dated 12/20/2016. The proposed development will be a residential development and will have up to 64 two-bedroom units and up to 10 single-family units. The 64 two-bedroom units will have two access points for traffic, the end of Franklin Street and the existing driveway that serves Deer Meadows and the Boyne Area Senior Center. The 10 single-family units will have access from Earl Street. Parking will be provided at a minimum of 2 spaces per multi-family unit.

838 W. Long Lake #250  
 Bloomfield Hills, MI 48302  
 248-540-5940 Fax 248-540-4820  
 Email: paif@progressiveassociates.com

PROGRESSIVE NORTH L.L.C.  
 425 Michigan St., Suite #3  
 Petoskey, MI 49770  
 231-482-9290 Fax 231-482-9299  
 Email: ctw@charter.net

Issued For:  
 REVIEW  
 12.20.16



BOYNE CITY HOUSING COMMISSION PROPERTY

**NOTES:**  
 The property description was furnished, and no check of title relative to ownership, gaps, overlaps or encroachment has been performed as part of this sketch.  
 Bearings shown on this map are assumed, and distances shown are measured distances between found survey monumentation.  
 This is a professional opinion concerning the location of the property boundaries depicted hereon, based upon the appropriate boundary law principles governed by the facts and evidence gathered and evaluated during the course of this survey. Monuments, that in the opinion of this surveyor represent the true and correct corners of the property being surveyed, have been found or set as indicated hereon. As a professional opinion, this survey carries with it no warranties or warranties, expressed or implied.

- LEGEND:**
- HYDRANT
  - WATER VALVE
  - MANHOLE
  - WELL
  - FOUND SURVEY IRON
  - TELEPHONE PEDESTAL
  - LAMP
  - UTILITY POLE
  - EX. GRAVEL SURFACE
  - EX. PAVED SURFACE
  - EX. CONCRETE SURFACE
  - EX. FOOT PATH
  - EX. WATER MAIN
  - EX. SANITARY SEWER

**PRELIMINARY SITE DATA:**  
 (47.81) ACRES / 47,340,292 SQ. FT. OF SITE AREA  
 (64) - TOTAL TWO BDRM. TOWNHOUSE LIVING UNITS + (10) SINGLE FAMILY SITES  
 (9.5) UNITS PER TOTAL ACRE  
 [19 - TOTAL UNITS/7.51 GROSS ACRES = 9.475 UNITS PER ACRE]  
 (2) STORY BLDG. HGT. MAX.  
 (128) PARKING SPACES REQUIRED / PROVIDED

Developer:  
 Boyne City  
 Housing  
 Commission

Project:  
 Boyne Villa  
 Residential  
 Development

Sheet Title:  
 Site  
 Concept  
 Plan

Project Number: 16-018  
 Drawn: CT  
 Checked: PA/PN  
 Date: 12.16.16  
 Sheet Number:  
 SP1

**PRELIMINARY MULTI-FAMILY SITE CONCEPT PLAN**

SCALE: 1" = 40'-0"

NOTE: FINISH P  
 051 215 084 70  
 315 Division Street E.

TOP BANK ELEVATION  
 ELEV = 646.4 ASSUMED BANK

UTILITY AREA SENSORS  
 051 325 084 35  
 Division Street E.

MURPHY'S  
 051 335 084 70  
 Division Street E.

HARRIS  
 051 269 344 10  
 419 Grant Street

BRANDISH  
 051 389 344 10  
 East St.

E. Morgan St.

E. Morgan St.

051 364 799 80

051 364 798 16

051 364 795 50

051 361 793 80

Franklin St.

S. East St.

East St.

East St.

Fax 231-200-1111

ATT: Scott McPherson

TO: The Boyne City Planning Com.  
364 No. Lake St - Boyne City, MI 49712

FROM: PEKujawski - Date: 01-09-17  
6760 No. Leconte Hwy - Lot #19 - Beverly Hills, FL 34465

Re: The Public hearing to consider the application submitted by the Boyne City Housing Comm. for the conditional rezoning of a parcel of land as described in this notice I received today - 01-05-17

Because of such short notice and distance to travel, I am not able to attend this hearing. Therefore, I'd appreciate a response, ASAP, from you as to certain issues, timelines, details, etc listed below.

- ① What is the approximate expected date the BCHC may receive a reply to their request for rezoning?
- ② COMMENT: For many years I've been told that the "described parcel" (in part or parcel) is not suitable for building as it will not perk.
- ③ COMMENT: It is very visible that there is a heavy flow of water in a drainage ditch on the West side property lines of the Senior Center that flows onto the "Subject Property" creating a large area of sludge i.e. stagnant water, cattails, etc - sitting directly on the North end of the Senior Center property line and the South end of the "subject property".

④ Question

(a) What is expected will be necessary and implemented to prepare this property buildable as it pertains

to infra-structure, water supply, sewer, storm sewers, streets and roadways? Parking?

(b) Which existing streets will be impacted by the added traffic to/from this development?

(c) Subject to rezoning application approval, etc, what might be the earliest date, estimated date, the total project might be commenced - complete?

(d) How many stories in the proposed building?

(e) Would the ownership of the facility be public or private? - government subsidized?

(f) Would the occupants of the units be charged on an income basis?

### REQUEST

- ① a copy of the minutes of said public hearing 01-16-17,
- ② any subsequent meeting minutes by the BCHC, any meetings by the Boyne City Com. pertinent to this matter,
- ③ a complete copy of the rezoning request, all of the above to be mailed to me at the address at the top of this fax - after the last week of April 2017. I will be receiving any correspondence at my Boyne City address on Earl Street.

Thank you for considering & replying.  
Pat Kujawski

## Scott McPherson

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**From:** Rich Welch <rich\_welch26@yahoo.com>  
**Sent:** Monday, January 09, 2017 5:07 PM  
**To:** Scott McPherson  
**Subject:** Rezoning parcel tax ID 15-051-335-084-20 from Traditional Residential to Multifamily Residential District

I want to voice my opinion of being not in favor of changing the zoning from Traditional to Multifamily of the parcel with tax ID of 15-051-335-084-20. The residential area around this parcel has a long history of having the wooded parcel as a buffer between the high density building on Division Street with its high traffic and population density. A multi-family construction of up to 74 units would be contrary to the current residential nature of the area that borders on it. Single family homes would be a welcomed addition in the area but not a multi-family facility. Our family has owned the property on the south side of this parcel for more than 70 years and have seen residential homes built in the area near us on Earl Street which added value and maintained the nature of a traditional residential district. A multi-family structure or structures simply is not in accordance with the prevailing nature of the areas that border the parcel. Vote against this change. No one wants to see a large building or buildings next to them in a Traditional Residential area. Please keep it as a Traditional Residential District. Thanks you.

Richard Brannon

604 Earl Street and adjoining lot

# Haggard's

## PLUMBING and HEATING

"Business of Quality and Service"

"Charlevoix-the-Beautiful"

haggardsinc@hotmail.com

Date: January 04, 2017

To: City Planner's Office  
364 N. Lake Street  
Boyne City, MI 49712

RE: Parcel Tax Id 15-051-335-084-20 Rezoning  
Boyne City Housing Commission

To Whom it May Concern,

Upon reviewing the above Notice of Public Hearing of the Zoning Board of Appeals, I would like to express my view with the above case's requests. We do not agree with this Denial and in fact Haggard's Plumbing & Heating is not at all opposed to the changes of the property and/or the request to the Zoning Board. If a property owner is fortunate enough to have the ability and the resources in this time of economical struggles to either build and/or improve their existing property, we would like to see their request granted. It would prove positive for the local, county, state and county to do all we can to improve and promote growth in any way possible.

Sincerely,

*Haggard's Plumbing & Heating*

January 6, 2017

Dear Boyne City city planner,

This letter is in response to a recent notice my husband and I received concerning rezoning of a parcel of land. We are very concerned with the rezoning of the land adjacent to our residence at 240 E. Morgan Street. We are unable to attend the hearing on Jan. 16, 2017. We are out of the area for the remainder of January. However, we would like to express our strong opposition to the rezoning of this property. We purchased the property 18 years ago with the idea of living in a city with a small town feel. With a multifamily development being constructed in a single family neighborhood it will destroy the small town/neighbor atmosphere. It will take away the peaceful environment that we have come to cherish in Boyne.

Enclosed are documents that were provided to us from Ferguson and Chamberlain Associates of Charlevoix when we had our property surveyed in November of 2014. They document an additional 33' along the east side of our property that was added to our property. We want to make sure you are of aware of this.

We also have many questions concerning this development.

- Will the residences be renting or owning the structures?
- Will it be a senior or low income housing?
- What will the barrier between the surrounding properties and the development consist of?

We are extremely disappointed that we are unable to attend this meeting and voice our strong opposition in person. Please contact us if you have questions about the documents enclosed. Also, we would like to hear more details before the development progresses.

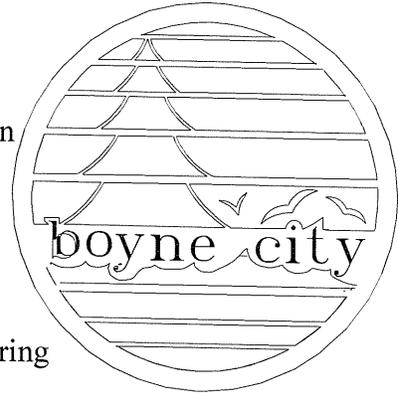
Please inform us when you have received this letter.

Sincerely,

Jeffrey and Patsy Phegley  
[patsyphegley@aol.com](mailto:patsyphegley@aol.com)  
(810)240-9887

## CITY OF BOYNE CITY

To: Jane MacKenzie, Chairman Planning Commission  
From: Scott McPherson Planning Director  
Date: January 16, 2017  
Subject: Group Child Care Home Amendment Public Hearing



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### Background

As the need for day care facilities and options continues to grow in the Boyne City area, it has become more and more difficult to locate and secure services for many families. During the City's recent 2016 goal setting sessions, affordable housing, child care, and their lack of availability in our area were at the forefront of conversation. Some of Boyne City's major employers have cited recent concerns regarding affordable housing and day care options as reasons they are understaffed and unable to locate quality members to fill their workforce.

The Boyne City Zoning Ordinance (BCZO) defines Group Day Care Homes as: "a private home in which more than six (6) but not more than twelve (12) children are given care and supervision for periods of less than twenty four (24) hours a day unattended by a parent or legal guardian except children related to an adult member of the family by blood, marriage, or adoption. It includes a home that gives care to an unrelated child for more than four (4) weeks during a calendar year." Section 25.10 Conditional Use Requirements lists the following requirements for a group day care home:

1. *Sites shall have a minimum lot area of 20,000 square feet.*
2. *An on-site drive shall be provided for drop-offs and loading. This drive shall be arranged to allow maneuvers without affecting traffic flow on the public street.*
3. *There shall be a fenced, contiguous open space with a minimum area of 5,000 square feet provided on the same premises as the group day care home. The required open space shall not be located within a required front yard.*

In addition to the City requirements group day care homes are licensed and monitored by the State of Michigan which has a much more comprehensive set of rules and requirements.

To develop a new facility a private home must be on a parcel that far exceeds the minimum standards for the district. A typical conforming lot in any of the residential zoning districts does not meet this standard as the minimum lot sizes for residential districts ranges from 5,445 to 10,980 square feet. Currently in the City there are 5 existing state licensed group day care facilities. The lot area of these facilities ranges from 8,000 to 17,000 square feet with an average of 13,000 square feet.

Over the past year the planning office has received two applications for zoning approval for "group child care homes" as required by the Michigan Department of Licensing and Regulatory Affairs. Although group child care homes are an allowable conditional use per the ordinance, both applications were immediately disapproved due to the fact that the applicant's lot area did not meet the 20,000 sq. ft. minimum, among additional requirements.

This issue was reviewed by the Planning Commission at the August 15, 2016 regular meeting and planning staff was tasked with developing less restrictive zoning ordinance amendment language and associated requirements to better accommodate Group Day Care Homes.

**Discussion**

At the December 19, 2016 regular meeting the specific requirements for approval of a group day care were reviewed and discussed by the Planning Commission. After discussion, staff was tasked with drafting amendment ordinance language based on the following recommendations by the Planning Commission:

- 1) Principal allowed use by right in all the residential districts and in the Central Business District
- 2) No minimum lot size
- 3) Fenced in play area with a minimum size of 1,200 square feet; not to be located in the front building line.

To implement the Planning Commission recommendation text amendments are being proposed to be added to the following Articles: Article III, Section 3.20 as item J; to Article IV, Section 4.20 as item I, Article V, Section 5.20, item E; Article VI, Section 6.20, item E; Article X, Section 10.20, item CC; and Article XI, Section 11.02, item Q. The text amendment shall read as follows:

*Group Day Care Home.*

1. *Shall have a fenced outdoor play area of at least 1,200 Sqft located behind the front building line of the home.*

The deletion of the following language from Article XXV, Conditional Use Requirements, Section 25.10 is also required to implement the proposed change:

<i>Group day care homes.</i>	<ol style="list-style-type: none"> <li>1. <i>Sites shall have a minimum lot area of 20,000 square feet.</i></li> <li>2. <i>An on-site drive shall be provided for drop-offs and loading. This drive shall be arranged to allow maneuvers without affecting traffic flow on the public street.</i></li> <li>3. <i>There shall be a fenced, contiguous open space with a minimum area of 5,000 square feet provided on the same premises as the group day care home. The required open space shall not be located within a required front yard.</i></li> </ol>
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**Process**

In accordance with the Michigan Zoning Enabling Act and the Boyne City Zoning Ordinance Section 2.40 Amendment Procedures, a public hearing was scheduled for the Planning Commission on January 16, 2017. The Commission should review the proposed amendment and use the amendment criteria as listed in section 2.50(B) of the zoning ordinance as a guide in making their decision on the proposed amendment. Section 2.50 (B) is as follows:

## **Section 2.50 Amendment Criteria.**

- B. For amendment requests to change or to add additional regulations or standards to a district or a use, the Planning Commission and City Commission shall use the following as a guide:
1. The proposed rule, change or addition helps to reinforce the Comprehensive Plan.
  2. The proposed rule, change or addition is in keeping within the spirit and intent of the this Ordinance, and with the objectives of the zoning district.
  3. The problem or issue which the change is intended to address cannot be accomplished in another, more appropriate fashion.
  4. The proposed amendment would correct an error in the Ordinance.
  5. The proposed amendment would clarify the intent of the Ordinance.
  6. Documentation has been provided indicating problems and conflicts in implementation or interpretation of specific sections of this Ordinance.
  7. The proposed amendment would address changes to county, state or federal legislation.
  8. The proposed amendment would address potential legal issues or administrative problems with this Ordinance based on recent case law or opinions rendered by the Attorney General of the State of Michigan.
  9. The proposed amendment would promote compliance with changes in other city ordinances and/or county, state, or federal regulations.
  10. The proposed amendment is supported by the findings of reports, studies, or other documentation on functional requirements, contemporary building practices, environmental requirements and similar technical items.
  11. Other criteria as determined by the Planning Commission or City Commission which would protect the health, safety, and welfare of the public, protect public and private investment in the City, promote implementation of the goals and policies of the Comprehensive Plan, and enhance the overall quality of life in the City.

## **Recommendation**

Review Section 2.50 and apply the standards to the proposed ordinance amendment and recommend adoption of the amendment to the City Commission.



**To:** Planning Commission  
**From:** Barb Brooks, Harbormaster *BB*  
**Date:** January 10, 2017  
**Subject:** 5 Year Recreation Plan Marina Addendum

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The DNR and Waterways Commission requires certain elements addressing marinas/harbors to be included in a communities 5 Year Recreation Plan in order to be considered for grant funding. While the marina and boat launch are mentioned in the current plan, the specific elements they want communities to discuss and evaluate are not included at this time.

Below is the description provided by the DNR/Waterways Commission and attached is a draft plan for discussion and additional input. The draft has been reviewed by the Parks and Recreation Board and their contributions have been incorporated.

After input at the Planning Commission level, the additional input will be added and the draft plan will be available for public input for two weeks prior to be submitted to the City Commission for adoption and inclusion as an addendum to the City's 5 Recreation Plan.

### **Waterways Program Grants**

**Please note that now all harbor grant applications for the Waterways program will require:**

- **A Recreation Harbor/Marina Facilities 5 year Recreation Plan which shall include the following:**
  - **A description of how your community intends to address recreational plan elements like correct size of facility, marketing/events/partnering plans, dredging needs, dredging cycles (how often), dredge volume, and disposal location. Also, please address infrastructure replacement schedules, annual maintenance schedules and replacement or habilitation schedules of large investments like docks, buildings, etc. A brief description is acceptable and may be covered in the goals and objectives and the action program.**

# Harbor/Marina Facilities Recreation Plan

## Marketing:

- Michigan Boating Infrastructure Association (MBIA) Membership – Actively participate in opportunities provided by MBIA to network and advertise in their publications and website
- Participate in listing provided by publications and websites such as the State/DNR, Great Lakes Scuttlebutt, etc.
- Advertise in regional publications such as Traverse the Magazine and the Boyne Area Visitors Guide.
- Local websites – Keep current information on the City of Boyne City and Chamber of Commerce websites
- Social Media – Facebook
- Clean Marina – Continue to participate in the “Clean Marina” program and preserve our certification status and adhere to and promote best practices for our marina and Lake Charlevoix

## Events:

- Boyne Thunder – Home of one of the largest Poker Runs for off-shore boats in the nations. Over 100 registered participants and thousands of visitors. The event draws such a crowd that every marina on Lake Charlevoix usually books solid during the event and extends to Petoskey, Bay Harbor and Harbor Springs.
- Red Fox Regatta – A sailboat race on Lake Charlevoix that we have participated in for over thirty years drawing between 45 – 60 boats.
- Several other small boating events/races take place on Lake Charlevoix that either use the marina for a home base or a stop on their circuit.
- We also host yacht clubs, sailing clubs and other groups (big or small) traveling together who may want to stay with us as a group or host a small event.
- Boater/Marina Appreciation Day Dinner – Celebrated in August, we recognize both seasonal and transient boaters and all of our hardworking staff. It’s a great social event, the boaters share favorite stories or memories, the staff gets to talk about
- Movie Night –Movies are shown in the evening projected on the back of the lighthouse. Everyone brings a lawn chair or blanket, snacks, etc. and enjoys a boating themed movie under the stars.
- Impromptu potlucks and special breakfasts (i.e. Father’s day – dad’s eat free, everyone else makes a donation).

## Community Partnerships:

- Chamber of Commerce – The marina distributes visitors’ packets and guides to first time guests and post local events on our information board. The Chamber of Commerce keeps marina brochures in their visitor center, features the marina each year in their annual visitors guide and refers people to us on a regular basis
- Main Street Program / DDA – The Boyne Thunder Poker Run is a Main Street sponsored event that draws not only hundreds of boaters but thousands of onlookers to the area. The marina and Main Street work together through their promotions committee to provide downtown promotions and activities for boating groups and rendezvous. Shoppers dock / day docks are provided so boaters can enjoy the downtown shops and restaurants
- Boyne City Yacht Club – The marina provides a home base for several boating events/races and partner to seek out and bring in new events.

- MSU Ext. Sail School Program – Provided dock space and hosted the area youth learn to sail program for 3 – 4 weeks in June
- Private Partnership – The City has taken advantage of a unique opportunity in operating a new, private marina located in close proximity to our municipal marina. The 24 slip marina was built prior to the upland portion of the development. The developer did not want to be in the business of operating a marina and it seemed like a good fit for the City to operate as it gave us additional slips, larger slips and upgraded electrical services.
- Marine Services – The marina consists of slip rental and boat launch services. For other services such as fuel and pump-out, the marina partners with a neighboring private marina (The Harborage Association). For repair and storage there are several reputable business that we recommend to our customers.
- Trailer Seasonal Storage – For local hotels, motels, condo rentals, etc. with limited parking, we offer a low cost parking option for boat trailer storage. This a partnership between the marina and the Boyne City Municipal Airport

#### **Dredging Needs / Schedule:**

- Dredging took place in 2002 due to infill from the Boyne River and to increase the depth for larger boats to come to this end of Lake Charlevoix. At the same time the dredging took place, there was also work done in the Boyne River to address future infill from the flow of the river.
- Dredging took place again in 2012 as a result of the state-wide emergency dredging due to record low water levels on Lake Michigan, not due to infill from the river.
- In 2012, a few hundred yards of dredge material was taken to a “Type II” landfill. The remaining approximately 3,000 yards of materials were hauled offsite to the City’s Wastewater Treatment site which has dead restrictions and can accept material with minimal levels of contaminate.
- Looking at past history, it is not anticipated that annual maintenance dredging is required, nor any dredging in the future for the current marina basin. There is the possibility of minor dredging in phases of the proposed marina expansion

#### **Annual Maintenance:**

- Approximately every two years an inspection of the underside of the docks is performed to assess the structural integrity.
- Deck boards are tightened and replaced an as needed basis throughout the season; however an initial inspection is done each spring.
- Regular building and grounds maintenance is performed in the spring and throughout the summer as needed.
- Electrical maintenance is performed by a licensed electrician on an as needed basis
- Aerators/Bubblers are installed each fall and run through the winter to prevent ice damage in the marina basin
- The floating shoppers dock is removed for its summer location and floated and secured in the marina basin for safe keeping over the winter.

#### **Correct Size of Facility:**

- While partnering with the Private One Water Marina Development lent itself as a unique prospect; it also provided the marina with an opportunity to test the waters of marina expansion needs. The One Water Marina consists of 24 slips; 45’, 65’ and 80’ with a floating breakwall that provides 180’ of broadside docking and some additional broadside closer to shore. The marina receives regular request for slip rentals of these docks due to their size,

upgraded electrical service and proximity to downtown. They are also used for overflow when the municipal marina is full. While these docks are popular, they are not full all summer. We believe this is due to the lack of boater amenities and lack of protection provided by the floating breakwall not a clear reflection of demand.

- Lake Charlevoix and Boyne City are becoming more of a destination each year. Boyne City is a vibrant community with events and activities all year around. The region is abuzz about what is going on in Boyne City and how much it has to offer. Even though the parts of the marina are more than 40 years old, it has not lost its appeal, in fact it seems to gain more popularity each year and there are regular requests for expansion.
- Waitlist – While when the State (DNR & Waterways Commission) look at expansion of recreational harbors, they are generally looking at transient demands. Seasonal demand should be considered as part of the equation as well. The makeup of current seasonal boaters and those on the waitlist are a mix of local residents and people from outside of the area; however, the majority are from all over the state and a few out of state. There are 45 people on the 2017 waitlist. These people pay a fee of \$25 to get on the list and a \$25 annual fee. The top person on the list has been on since 2005. This is an indicator of the popularity and demand for slips at the marina.

#### **Infrastructure Replacement Needs:**

- Replacement of docks and finger piers - With the exception of four (4) fixed docks that were replaced in 2013, all of the main piers and finger piers are at least 40 years old. Finger piers have been “re-skinned” on the bottom and foam replaced. The main gangways and piers have underwent repairs and temporary baffles/tubs have been placed under the piers to maintain flotation. These have all been temporary fixes to extend the life of the marina while finances and expansion, renovation plans are vetted.
- Breakwall – The current breakwall was a prototype installed approximately 25 to 30 years ago and provides some wave protection, when the winds are strong and prevailing out of the west/northwest (which is common on Lake Charlevoix), the protection proves to be insufficient.
- Shoppers/Day Dock – Built new in 2013, this dock should only require regular maintenance. Replacement should be considered approximately in the year 2030. With proper care and maintenance it could last longer; however its’ exposure to heavy wave action, twisting and contorting of the structure, shortens the life expectancy.
- Boat Launch – The City operates two boat launches; one adjacent to the marina and the other three blocks from the marina. The launch adjacent to the marina is a single dock with one launch lane and six vehicle w/trailer parking spaces. Due to water depth and length of the ramp and dock, it will only support smaller vessels, approximately 24’ and under. The second boat launch is a single dock with two launch lanes that can accommodate most any size vessel, restroom and fish cleaning station. During the shoulder season the launch and parking area is sufficient; however, during the summer boating season neither the two lanes nor the parking lot is enough to handle the demand. Future expansion will consist of an additional one or two launch lanes, a reconfigured and expanded parking lot and renovation of restrooms and fish cleaning station.
- Utilities – Water and Electrical do not currently extend to all of the docks. The current electrical wiring providing service to the pedestals is safe and has some upgrades; however, it does not meet current code standards. The sanitary pumpout was located upland and during times of low lake levels, it was not conducive to use so it was abandoned back in the 1990’s and a portable pumpout was purchased. Portable equipment serves a purpose but has many deficiencies.

- Facilities/Buildings – Restroom size and number of stalls are sufficient. A family restroom will be a future addition during facility renovations. As the number of slips increase, additional shower/bathing rooms will be needed. Laundry facilities, a boaters lounge and expanded office and storage space will need to be considered as part of expansion.

**CIP Schedule:**

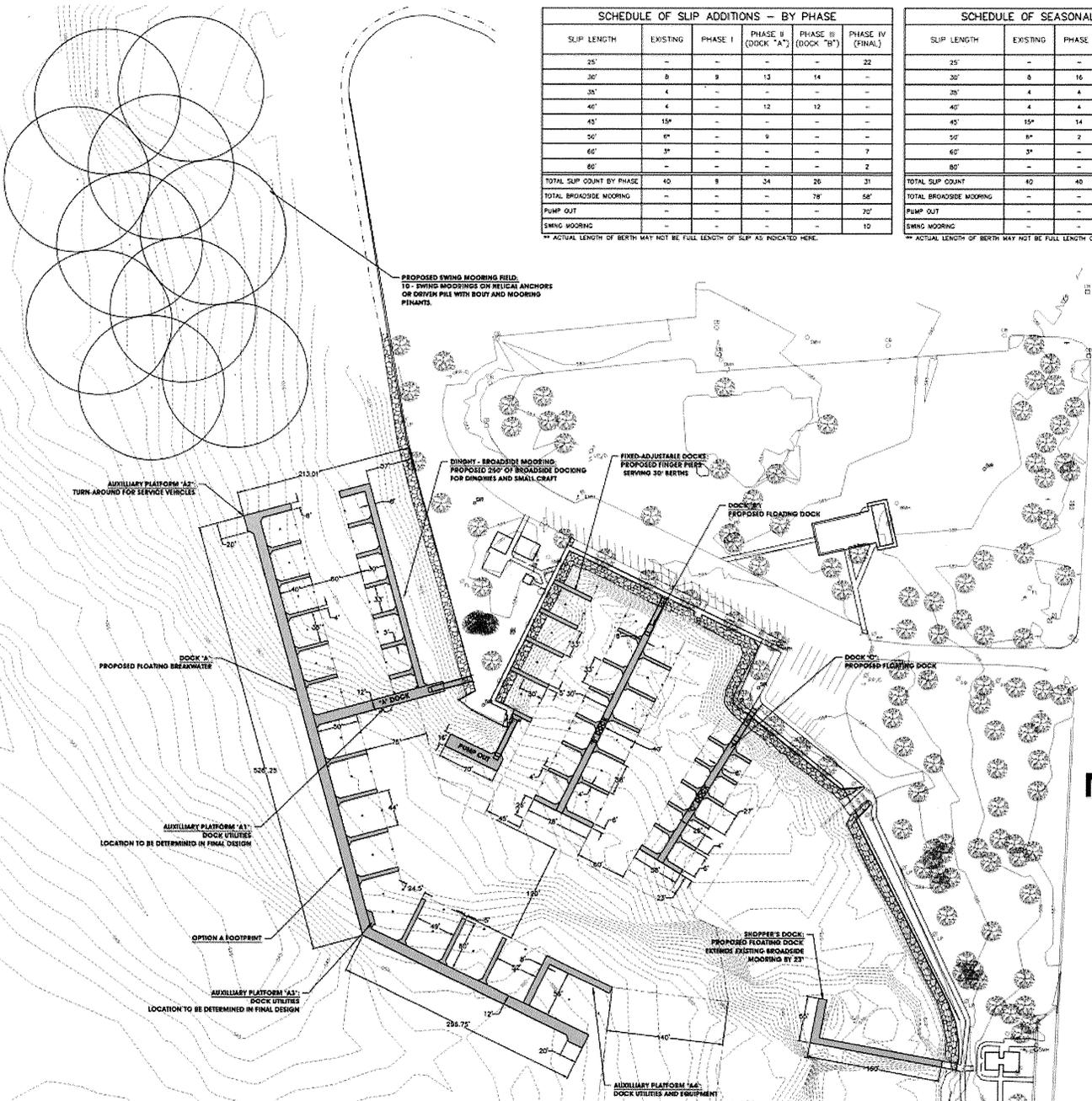
<b>Year</b>	<b>Project Description</b>	<b>Cost Estimate</b>	<b>Funding Source(s)</b>
2016/2017	Finalize engineering for marina dock renovation and expansion. Finalize pre-qualification of dock and breakwall manufacturers/builders. Determine project phasing breakdown. Line up financing		Local
2017 or 2018	Implement first phase of expansion (breakwall, docks, utilities and pumpout)	\$1,500,000	Waterways Clean Vessel Act Local Match
2019	Implement second phase of expansion/renovation including facility expansion	\$ 850,000	Waterways Local Match
2020	Boat launch improvements and Phase 3 expansion and renovation	\$1,000,000	Waterways MNRTF/Land&Water Local Match
2022	Phase 4 renovation/expansion	\$1,000,000	Waterways Local Match
	<b>TOTAL</b>	<b>\$4,350,000</b>	

**Goals:**

- Continue with current marketing efforts and find new ways to expand in other areas
- Remain open to relationships with community partners
- Market and build on both marina and community events and remain open to new opportunities
- Expand and renovate to provide a sufficient number of slips and up to date accommodations/services. This will be accomplished by phasing the project.
- Obtain property to expand boat launch
- Maintain a positive cash flow and continue to grow fund balance
- Continue to provide a positive economic impact on the community

**Objectives:**

- The Boyne City F. Grant Moore Municipal Marina seeks to be the premier marina on Lake Charlevoix providing boating access, day, overnight and seasonal dockage any size vessel showcasing a facility that is sustainable, energy efficient and environmentally sensitive using Clean Marina best practices and deliver the best customer care for a one hundred percent positive recreational boating experience.
- Strengthen and support the economic impact on the parks and recreation system through recreational boating opportunities.



SCHEDULE OF SLIP ADDITIONS - BY PHASE					
SLIP LENGTH	EXISTING	PHASE I	PHASE II (DOCK "A")	PHASE III (DOCK "B")	PHASE IV (FINAL)
25'	0	0	13	14	27
30'	8	9	-	-	17
35'	4	-	-	-	4
40'	4	-	12	12	28
45'	15*	-	-	-	15
50'	0*	-	9	-	9
60'	3*	-	-	-	3
80'	-	-	-	-	2
TOTAL SLIP COUNT BY PHASE	40	9	34	26	31
TOTAL BRADSHIRE MOORING	-	-	-	78*	58*
PUMP OUT	-	-	-	-	30*
SWING MOORING	-	-	-	-	19

SCHEDULE OF SEASONAL SLIPS - OVERALL					
SLIP LENGTH	EXISTING	PHASE I	PHASE II (DOCK "A")	PHASE III (DOCK "B")	PHASE IV (FINAL)
25'	0	-	-	-	22
30'	8	16	29	35	36
35'	4	4	4	-	16
40'	4	4	18	23	23
45'	15*	14	14	8	51
50'	0*	2	11	8	21
60'	3*	-	-	-	3
80'	-	-	-	-	2
TOTAL SLIP COUNT	40	40	74	75	98
TOTAL BRADSHIRE MOORING	-	-	-	78*	136*
PUMP OUT	-	-	-	-	30*
SWING MOORING	-	-	-	-	19

SLIP DIMENSION TABLE			
SLIP LENGTH	FENDER PILE	DOUBLE-LEADED SLIP WIDTH	
		PIER WIDTH PROPOSED	PROPOSED
25'	NO	4'	37"
30'	YES	4'	33"
40'	YES	4'	28"
50'	YES	4'	44"
60'	YES	5'	49"
80'	YES	6'	56"

**NOTES:**  
 UNLESS OTHERWISE INDICATED, THE DIMENSIONS INDICATED IN THIS TABLE ARE TAKEN FROM THE MICHIGAN DEPARTMENT OF NATURAL RESOURCES (MDNR) PARKS & RECREATION BUREAU HARBOR DEVELOPMENT STANDARD GUIDANCE.  
 \* - DIMENSION RECOMMENDATIONS BASED ON TOBIASSON AND KOLMEYER, "MARNAS AND SMALL CRAFT HARBORS, SECOND EDITION."

\* ACTUAL LENGTH OF BERTH MAY NOT BE FULL LENGTH OF SLIP AS INDICATED HERE.

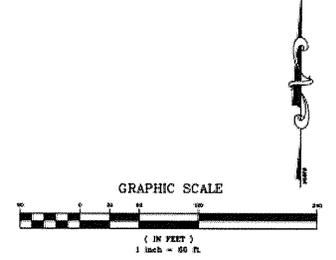
\* ACTUAL LENGTH OF BERTH MAY NOT BE FULL LENGTH OF SLIP AS INDICATED HERE.

**ABONMARCHÉ**  
 CONSULTANTS  
 10000 BOYNE AVENUE, SUITE 100  
 BOYNE CITY, MI 49711  
 PHONE: 517.237.2517  
 FAX: 517.237.2518

F. GRANT MOORE  
 MUNICIPAL MARINA  
 CITY OF BOYNE CITY, MI

PROPOSED MARINA LAYOUT  
 OVERALL MARINA PLAN  
 OPTION "C"

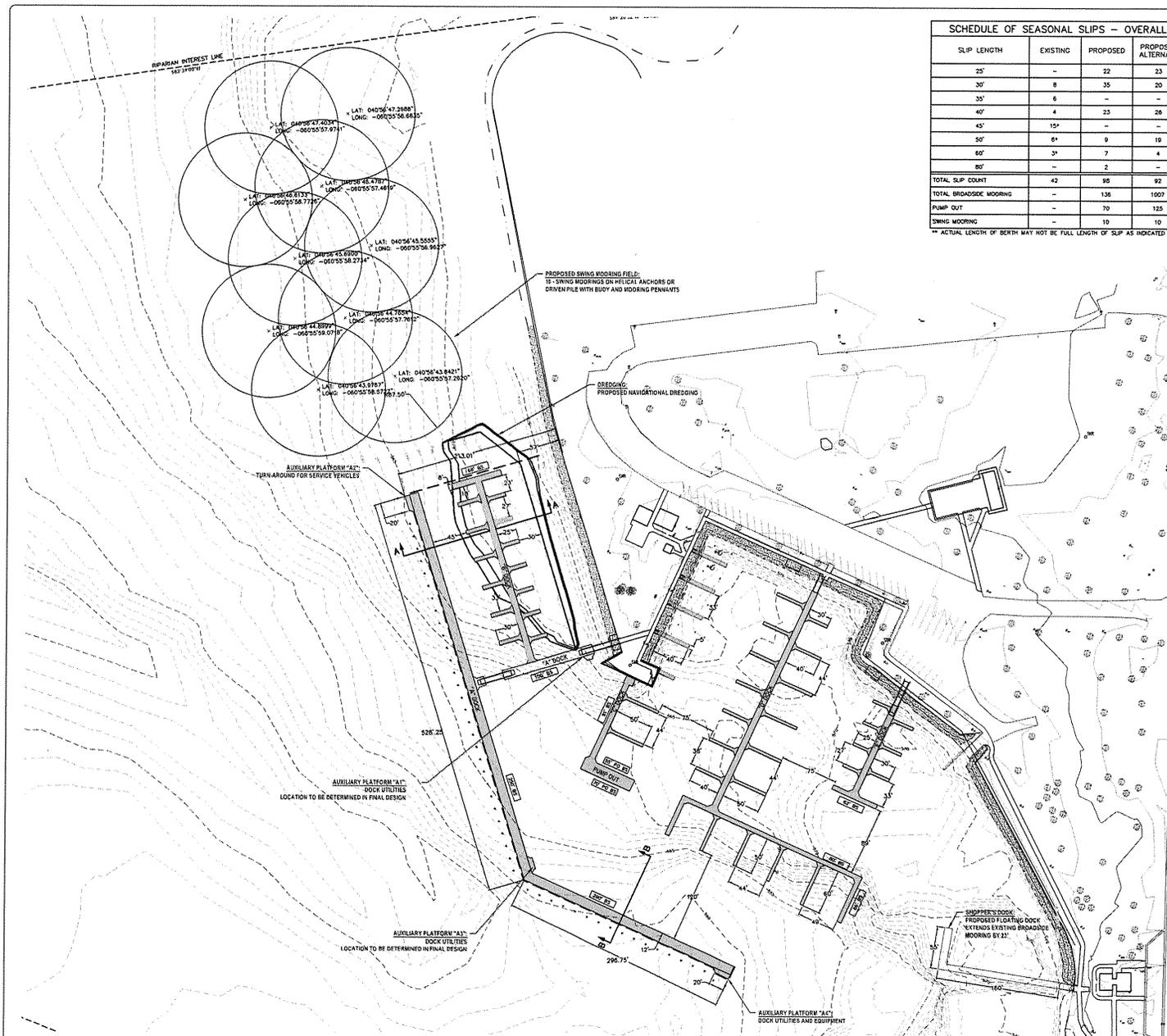
# PHASE IV MARINA IMPROVEMENTS WITH PUMP OUT AND SWING MOORINGS



DATE: 09-22-2013

SCALE: HORIZ: 1"=60' VERT: N/A

NO. 12-0842



**SCHEDULE OF SEASONAL SLIPS - OVERALL**

SLIP LENGTH	EXISTING	PROPOSED	PROPOSED ALTERNATE
25'	-	22	23
30'	8	35	20
35'	6	-	-
40'	4	23	28
45'	15*	-	-
50'	8*	9	10
60'	3*	7	4
80'	-	2	-
TOTAL SLIP COUNT	42	98	92
TOTAL BRIDGE SIDE MOORING	-	126	1007
PUMP OUT	-	70	125
SWING MOORING	-	10	10

\*\* ACTUAL LENGTH OF BERTH MAY NOT BE FULL LENGTH OF SLIP AS INDICATED HERE.

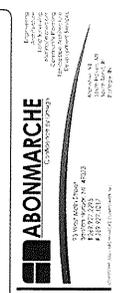
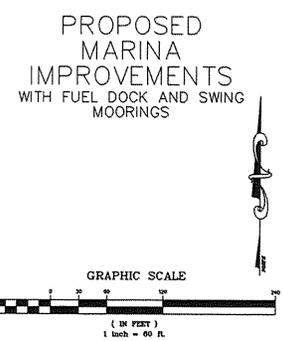
**SLIP DIMENSION TABLE**

SLIP LENGTH	FENDER PILE	PIER WIDTH		DOUBLE-LOADED SLIP WIDTH	
		PROPOSED	PROPOSED	PROPOSED	PROPOSED
25'	NO	4'		27'	
30'	YES	4'		33'	
40'	YES	4'		38'	
50'	YES	4'		44'	
60'	YES	5'		49'	
80'	YES	6'		55'	

**NOTES:**

UNLESS OTHERWISE INDICATED, THE DIMENSIONS INDICATED IN THIS TABLE ARE TAKEN FROM THE MICHIGAN DEPARTMENT OF NATURAL RESOURCES (MDNR) PARKS & RECREATION BUREAU HARBOR DEVELOPMENT STANDARD GUIDANCE.

\* - DIMENSION RECOMMENDATIONS BASED ON TOBIASSON AND KOLLMAYER, "MARINAS AND SMALL CRAFT HARBORS, SECOND EDITION."



**F. GRANT MOORE**  
MUNICIPAL MARINA  
CITY OF BOYNE CITY, MI

**MARINA EXPANSION PLAN**  
OVERALL MARINA LAYOUT  
ALTERNATE LAYOUT

DATE: JUNE 2014

SCALE: HORIZ: 1"=40'  
VERT: N/A

PROJECT NO: 15-0994

SHEET NO: 1 of 1

## ON-SITE WORKSHOPS

Can't make the scheduled workshops?  
Interested in another topic?

No problem! Bring the training to your community through MAP's on-site program!

### About on-site workshops:

MAP's on-site workshops are a flexible and affordable way to bring training to your community. You pick the topic, date, location, and attendees—MAP finds an AICP-certified instructor and provides the materials. Collaborating with neighboring communities provides added value to the workshop, and also helps cover costs.

### Topics:

- *Planning & Zoning Essentials*
- *Zoning Board of Appeals: Beyond the Basics*
- *Site Plan Review*
- *Risk Management*
- *Capitol Improvement Plans*
- *Community Engagement*
- *The Master Planning Process*

For more information, or to schedule an on-site workshop, please contact Wendy at (734)913-2000 or wrampson@planningmi.org.

## ABOUT MAP

The Michigan Association of Planning (MAP) is a 501(c)3 non-profit organization dedicated to promoting quality community planning through statewide education, information and advocacy.

### Membership benefits are valuable:

- Subscription to *Michigan Planner* magazine.
- Discounts on MAP events and publications.
- Part of nation-wide network of planners.
- Access to tools and resources to help you make better decisions.
- And more!

For more information, contact Sherrie at (734)913-2000 or showard@planningmi.org.

## CALENDAR OF EVENTS

**March 2, 2017**  
**Planning & Zoning Essentials**  
12:00 p.m. - 5:30 p.m.  
Lansing area, Delta Township Hall

**March 8, 2017**  
**Planning & Zoning Essentials**  
12:00 p.m. - 5:30 p.m.  
Frankenmuth, Bavarian Inn

**March 8, 2017**  
**Risk Management**  
5:45 p.m. - 9:00 p.m.  
Frankenmuth, Bavarian Inn

**March 15, 2017**  
**Community Engagement**  
5:00 p.m. - 9:00 p.m.  
Kalamazoo area, Oshtemo Township Hall

**March 15, 2017**  
**Site Plan Review**  
5:00 p.m. - 9:30 p.m.  
Waterford, Oakland County Building

**March 22, 2017**  
**Planning & Zoning Essentials**  
12:00 p.m. - 5:30 p.m.  
Traverse City, Networks Northwest

**March 29, 2017**  
**Advanced Zoning Board of Appeals**  
5:00 p.m. - 9:00 p.m.  
Mt. Pleasant, Isabella County Administration Building

**March 31, 2017**  
**Student MAP Conference**  
East Lansing | Student Union  
Michigan State University

**May 16, 2017**  
**Spring Institute**  
Lansing

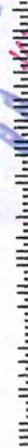
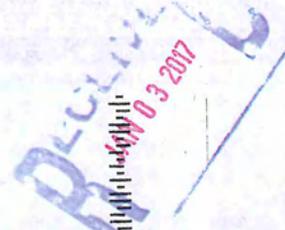
**September 27-29, 2017**  
**Planning Michigan Annual Conference**  
Mission Point Resort, Mackinac Island

Michigan Association of Planning  
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Ann Arbor, MI 48103



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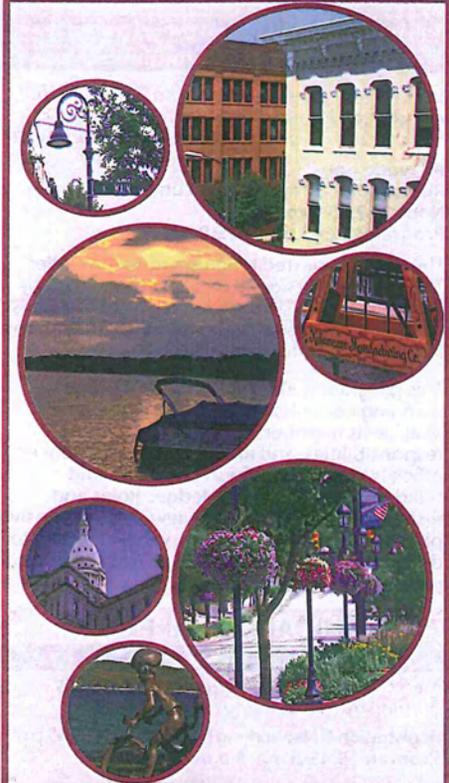
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Scott Herson  
CITY OF BOYNE CITY  
319 N LAKE ST OFC  
BOYNE CITY MI 49712-2111

## PLANNING & ZONING TRAINING WORKSHOPS

For Elected and Appointed Officials



WORKSHOP  
REGISTRATION &  
INFORMATION



Michigan Association of Planning  
A Chapter of the American Planning Association

# OFFICIALS TRAINING

The Michigan Association of Planning's education programs provide participants with the skills and knowledge to make better land use decisions. Our knowledgeable and experienced instructors enable new elected and appointed officials to better understand their roles and responsibilities, and reacquaint experienced ones with innovative planning tools and techniques. We make it easy for you to receive the education and training necessary to keep up with the ever-changing land use landscape.

## PLANNING & ZONING ESSENTIALS

This program counts toward two sessions of the MSUE Citizen Planner Program

March 2nd | Lansing area, Delta Township Hall  
 March 8th | Frankenmuth, Bavarian Inn  
 March 22nd | Traverse City, Networks Northwest

All workshops:  
 Registration & Networking Lunch:  
 Noon - 12:45 p.m.  
 Program: 12:45 p.m. - 5:30 p.m.

The most requested training product we offer. This course is designed to boost confidence by sharpening skills, identifying conflicts of interest, understanding legal foundations, examining roles and responsibilities, and more!

This program is ideal for introducing new planning commissioners and zoning board of appeals members to their roles and responsibilities, and also for more experienced officials looking to refresh their skills and build upon existing knowledge. Roles and responsibilities, site plan review, comprehensive planning, zoning ordinances, variances, how to determine practical difficulty, and standards for decision-making are covered.

## ZONING BOARD OF APPEALS

3 Master Citizen Planner Credits

March 29th | Mt. Pleasant, Isabella County Administration Building

Registration & Networking Dinner: 5 p.m. - 5:45 p.m.  
 Program: 5:45 p.m. - 9 p.m.

Quasi-judicial functions of the zoning process are handled by the zoning board of appeals. This interactive, case study based workshop goes into greater depth on the issues of practical difficulty and unnecessary hardship. Recent case law is also discussed, along with a summary of voting and membership requirements, and other procedural requirements unique to ZBA operations.

## MANAGING RISK: MAKING SOUND PLANNING & ZONING DECISIONS

2.5 Master Citizen Planner Credits

March 8th | Frankenmuth, Bavarian Inn

Registration & Networking Dinner:  
 5:45 p.m. - 6:30 p.m.  
 Program: 6:30 p.m. - 9:00 p.m.

As more communities face litigation related to planning and zoning decisions, this is essential training for all elected officials, planning commissioners and zoning board of appeals members. Topics include identifying a conflict of interest, applying discretionary standards during special land use reviews, reasonable expectations of a developer and how your comprehensive plan can minimize risk.

## COMMUNITY ENGAGEMENT

3 Master Citizen Planner Credits & 3 AICP CM Credits

March 15th | Kalamazoo area, Oshtemo Township Hall

Registration & Networking Dinner:  
 5:00 - 5:45 p.m.  
 Program: 5:45 p.m. - 9:00 p.m.

Knowing which public engagement technique to use for which audience, and managing the public participation process so that all voices can be heard, all the while ensuring that the input is meaningful and relevant is one of a community's greatest challenges. A process that can be rife with politics on one hand, and rewarding and beneficial on another, is part and parcel of the effort. This interactive session explains best practices on how to engage with community members and stakeholders in a meaningful way.

**WHO SHOULD ATTEND?** New and experienced planning commissioners and zoning board of appeals members  
 • Elected and appointed officials • Zoning administrators • Staff • Emerging planning professionals • Planning students (special student-member rate!)

### WHAT MAKES THESE WORKSHOPS VALUABLE?

All instructors are certified by the American Institute of Certified Planners (AICP) • All attendees receive a comprehensive guidebook • Opportunity to network with fellow officials over a light meal • MAP's reputation and credibility as a land use leader are widely recognized, assuring the highest quality educational experience.

## SITE PLAN REVIEW

3.5 Master Citizen Planner Credits

March 15th | Waterford, Oakland County Executive Office Building

Registration & Networking Dinner:  
 5:00 p.m. - 5:45 p.m.  
 Program: 5:45 p.m. - 9:15 p.m.

This program will demonstrate the site plan review and approval process and provide practical tools and techniques on how to read a site plan. You'll discuss site design principles, such as pedestrian and traffic considerations, lighting, utilities, ADA compliance, inspections, and landscaping. Participants in this hands-on workshop receive an engineering scale, turning template, and a sample

### MAIL, FAX, OR EMAIL FORMS TO:

1919 West Stadium Blvd., Suite 4  
 Ann Arbor, MI 48103  
 P: (734) 913-2000 | F: (734) 913-2061  
 info@planningmi.org  
 www.planningmi.org

### REGISTRATION POLICY

For cancellations received in writing 5 business days prior to the workshop, a refund (minus a \$25 fee) will be given. Those received less than 5 days prior will not be refunded. You may 1) send a substitute or 2) receive workshop materials in the mail.

**Students:** This discount is intended to make the workshops affordable for all full-time student members. Student members enrolled in a minimum of 12 undergrad credit hours or 9 grad hours are eligible. We will verify enrollment and course load.

## REGISTRATION FORM

Complete one form per registrant. All rates include a light meal.

### CONTACT INFORMATION:

NAME \_\_\_\_\_  
 AFFILIATION \_\_\_\_\_  
 EMAIL (confirmations and directions will be sent via email) \_\_\_\_\_  
 PHONE (with area code) \_\_\_\_\_  
 BILLING ADDRESS (include apt. or suite #) \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

Please list any special needs (dietary, barrier free access, etc.)

### REGISTRATION INFORMATION:

- I'm a MAP Member  
 Join MAP now for \$60 and receive the member discount. As a bonus, you will receive membership through June 2018.

MEMBER RATES	NON-MEMBER RATES	*\$25 late fee if you register LESS THAN 5 business days before workshop*
<input type="checkbox"/> \$100 <input type="checkbox"/> \$100 <input type="checkbox"/> \$100	<input type="checkbox"/> \$130 <input type="checkbox"/> \$130 <input type="checkbox"/> \$130	<b>Planning &amp; Zoning Essentials</b> Mar. 2   Lansing area, Delta Twp Hall Mar. 8   Frankenmuth, Bavarian Inn Mar. 22   Traverse City, Networks Northwest
<input type="checkbox"/> \$95	<input type="checkbox"/> \$125	<b>Managing Risk</b> Mar. 8   Frankenmuth, Bavarian Inn
<input type="checkbox"/> \$95	<input type="checkbox"/> \$125	<b>Community Engagement</b> Mar. 15   Kalamazoo area, Oshtemo Township Hall
<input type="checkbox"/> \$105	<input type="checkbox"/> \$135	<b>Site Plan Review</b> Mar. 15   Waterford, Oakland County
<input type="checkbox"/> \$95	<input type="checkbox"/> \$125	<b>Zoning Board of Appeals</b> Mar. 29   Mt. Pleasant, Isabella County Admin Building
<input type="checkbox"/> \$25		<b>Student (full time) Member Rate</b> Workshop & Date: _____

### PAYMENT INFORMATION: TOTAL: \_\_\_\_\_

- Check enclosed  Invoice Me  Visa  Master Card  
 (Make checks payable to: Michigan Association of Planning)

CARD # \_\_\_\_\_  
 EXPIRATION DATE \_\_\_\_\_ SECURITY CODE \_\_\_\_\_  
 SIGNATURE \_\_\_\_\_