



**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, February 17, 2014, 5:00 p.m. Boyne City Hall



Scan QR code or go to  
[www.cityofboyne-city.com](http://www.cityofboyne-city.com)  
click on Boards & Commissions for complete  
agenda packets & minutes for each board

1. Call to Order
2. Roll Call - Excused Absences
3. Consent Agenda  
*The purpose of the consent agenda is to expedite business by grouping non-controversial items together to be acted upon by one Commission motion without discussion. Any member of the Commission, staff, or the public may ask that any item(s) on the consent agenda be removed to be addressed immediately following action on the remaining consent agenda items. Such requests will be respected.*

Approval of minutes from January 20, 2014 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. Harborage Storage Facility Development Plan Review
  - B. Review Existing Land Use for Boyne City Master Plan
8. Staff Report
9. Good of the Order
10. Adjournment – Next Meeting, March 17, 2014

*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*

An Equal Opportunity Provider and Employer

**Hometown Feel, Small Town Appeal**

**Meeting of  
January 20, 2014**

Record of the proceedings of the Boyne City Planning Commission meeting held at Boyne City Hall, 319 North Lake Street, on Monday, January 20, 2014 at 5:00 pm.

**Call to Order**

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

**Roll Call**

Present: Jason Biskner, George Ellwanger, Chris Frasz, Jim Kozlowski, Jane MacKenzie, Lori Meeder, Tom Neidhamer, Aaron Place and Joe St. Dennis  
Absent: None

**Meeting Attendance**

City Officials/Staff: Planning Director Scott McPherson, and Recording Secretary Pat Haver  
Public Present: Three

**Consent Agenda**

**\*\*MOTION**

**2014-1-20-03**

**St. Dennis moved, Ellwanger seconded, PASSED UNANIMOUSLY,** a motion to approve the consent agenda; approval of the Planning Commission minutes from December 16, 2013 as presented.

**Comments on  
Non-Agenda Items**

None

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

Welcome Jason Biskner to the Planning Commission. He was approved by the City Commission to fill the remainder of Gretchen Crum's term, which is due to expire on May 31, 2013.

**Unfinished Business**

None

**New Business**

**Pre-application meeting  
with Dave Amato to  
review a proposal for  
single family apartment in  
the CBD**

Planning Director McPherson reviewed his report in the agenda packet. Dave and Lynn Amato are considering converting an existing storage building in the Central Business District to a single family apartment. This structure is located in an alley between Main St. and Pine St., currently with no city utilities. It is a non conforming building and encroaches in the alley. Strictly residential CBD apartments are allowed but must meet setbacks. Downtown living is desirable, so apartments over a commercial space have been encouraged.

**Dave Amato: Owner of building** - I need storage space, not sure if the building is big enough for commercial, so thought residential uses, with parking spaces for tenants would be the best use, we would do a complete re-construction of the building. Some of the creative ideas that were discussed were two stories, commercial space below, residential rental unit on the second floor. This would afford a larger building as no setbacks are required for commercial/office uses in the CBD. If it were strictly residential it would need to adhere to setbacks, and would be a narrow structure. Another possible use would be a car port with outside stairwell to second floor, with commercial space or office in the front half and one car garage or storage in the back half on the first floor, with residential rental unit(s) on the second floor. This would be subject to development plan review, so the Amato's will think about this and come back to the board if needed. He has spoken to Dan Meads in the water/wastewater department for city utilities a couple of years ago, and will add these considerations to the plans.

**Review Veterans Park Pavilion Concepts report**

Planning Director McPherson reviewed the Veterans Park Pavilion Charette report in the agenda packet. These ideas are for rehabilitation or reconstruction of the pavilion; to remain in the same location or move towards the waterfront. Consideration also needs to be taken into account for the city facilities update and what will be happening with those. It has been stated that the Farmers Market will remain outside during the summer/fall, when the pavilion use is at its highest. Roadway logistics could be a problem, and this will need to be looked into and addressed. Was brought to the board for their consideration, review and recommendations back to the Main Street Committee.

**2013 Annual Planning Report review**

Planning Director McPherson reviewed the 2013 Planning and Zoning report that was included in the agenda packet. A lot of good things and a couple of not so good things have been happening, and a lot has been accomplished as a department with both boards; new staff, new ideas and great energy.

**Review January 9, 2014 Goal Setting Session**

Planning Director McPherson reviewed the January 9, 2014 Goal Setting results that were compiled from the public forum session. This year they began with the current list as the starting point and made additions or deletions. This gave the group the opportunity to review what the top goals were and if they were still a priority. Most of the items from the list remained, however, shifted in their importance. Five new items were added. Each item was given a "grade" on how the city is doing to accomplish that specific goal. Most of them fell in the B or C range, giving the city the opportunity to work harder at accomplishing that particular goal. An online survey is still being conducted to gather additional information.

**Staff Report**

- Joint Board and Commission meeting will be held on February 13, 2014 at 6:00 pm in the Auditorium at city hall.
- The Dog Park committee has met a couple of times. Michelle Carter is spearheading the group, and it has been fast tracked for completion. The location under current consideration is a little over 2 acre parcel of land the city owns that is relatively flat, with few trees on it that would need to be removed, and it is convenient. It is up in the North Boyne area near Escape and Ridge streets.

**Good of the Order**

- Place commented that the bike racks for downtown are in construction, and at this stage look great. There will be 4 completed and placed around town. They are getting a bigger bang for their money as the contractor is having such fun with this project; he just keeps going above and beyond what was originally contracted at no additional cost to the city.
- Kozlowski inquired about the promised fishing pier near the One Water project. It is still slated to be finished with the completion of Phase II or III of the project.

**Adjournment**

The next meeting of the Boyne City Planning Commission is scheduled for February 17, 2014 at 5:00 pm in the Auditorium.

**2014-1-20-10**

**St. Dennis moved, Place seconded, PASSED UNANIMOUSLY** a motion to adjourn the January 20, 2014 meeting at 6:12 p.m.

**MOTION**

Jane MacKenzie, Chair

Pat Haver, Recording Secretary

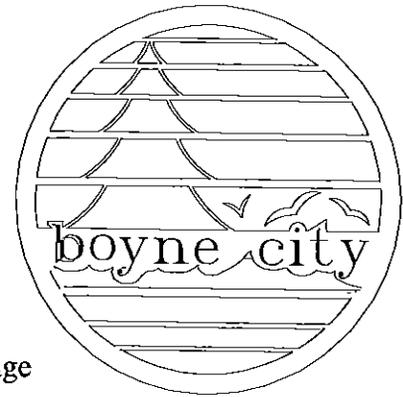
## CITY OF BOYNE CITY

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

**From:** Scott McPherson, Planning Director

**Date:** February 17, 2014

**Subject:** Development Plan Amendment for The Harborage



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### Background

The Harborage Condominium Association is requesting approval for a amendment to an approved development plan for the of construction a new 30 x 40 storage building and to use the property for the outdoor storage on Association property located at the corner of Division and Second Streets.

In 1995 approval from the City was obtained for the relocation of 40' x 70' maintenance building from its location on Second Street to be used for the storage of maintenance equipment owned and used by the association for maintenance and upkeep of the association properties. At the time of the approval conditions were established that included no out door storage, landscaping and paving. The shortly after the site plan was approved for the a land reconfiguration was approved by the City that created the parcel as shown on the attached survey prepared by Ferguson and Chamberlain dated August 11, 1995.

In 2001 the Master Deed for the Harborage was amended to reconfigure the Maintenance Building parcel by acquiring approximately 3 acres of adjacent property. While the master deed amendment was recorded at the County no record was found of a review of the lot reconfiguration being completed by the City.

Since 2001 the building has served as the maintenance and storage facility for The Harborage and the property has been used to varying degrees for outdoor storage. While the storage is well screened with a berm and mature vegetation, formal approval for the use of the property for outdoor storage has not been requested or approved. The Planning Commission may also wish to review and determine if formal approval for use the property for outdoor storage could be considered.

In August members of the Association attended a pre-application meeting with the planning commission and received direction from the commission on building design and landscaping for the outdoor storage. Based on the direction from the Commission a development plan amendment has been submitted for review.

### Process

The proposed request would be an amendment to an approved development plan. The City of Boyne City Zoning ordinance provisions for requesting and approving amendments to an approved development plan are contained in section 19.65 Amendments to Approved Development Plans which is as follows:

**Section 19.65 Amendments to Approved Development Plans.**

*The development plan, if approved, shall become part of the record of approval, and subsequent actions relating to the activity authorized shall be consistent with the approved development plan unless a change or addition conforming to this Ordinance receives the mutual agreement of the landowner and the Planning Commission. Incidental and minor variations of the approved development plan, with written approval of the Administrator, shall not invalidate prior development plan approval. Amendments to the approved final development plan may occur only under the following circumstances:*

*A. An applicant or property owner who has been granted final development plan approval shall notify the Planning Director of any proposed amendment to such approved development plan.*

*B. Minor changes may be approved by the Administrator upon certification in writing to the Planning Commission that the proposed revision does not alter the basic design, compliance with the standards of this Ordinance, nor any specified conditions of the plan as agreed upon by the Planning Commission. In considering such a determination, the Administrator shall consider the following to be a minor change:*

*1. For residential buildings, the size of structures may be reduced, or increased by up to five percent (5%), provided that the overall density of units does not increase.*

*2. Square footage of nonresidential buildings may be decreased or increased by up to five percent (5%) or one-thousand (1,000) square feet, whichever is smaller.*

*3. Horizontal and/or vertical elevations may be altered by up to five percent (5%).*

*4. Movement of a building or buildings by no more than ten (10) feet.*

*5. Designated Areas not to be disturbed may be increased.*

*6. Plantings approved in the final development plan landscape plan may be replaced by similar types and sizes of landscaping which provides a similar screening effect on a one-to-one or greater basis, provided they comply with the landscaping standards of this Ordinance, with approval of the Planning Director.*

*7. Improvements to site access or circulation, such as inclusion of deceleration lanes, boulevards, curbing, pedestrian/bicycle paths, etc., which conform to the requirements of this Ordinance.*

*8. Changes of building materials to another of higher quality, as determined by the Planning Director.*

*9. Changes in floor plans which do not alter the character of the use.*

*10. Slight modification of sign placement or reduction of size.*

*11. Relocation of sidewalks and/or waste receptacles.*

*12. Internal rearrangement of parking lot which does not affect the number of parking spaces or alter access locations or design.*

*13. Changes required or requested by the City for safety reasons shall be considered a minor change.*

*C. Should the Planning Director determine that the requested modification to the approved final development plan is not minor; the Planning Commission shall be notified in writing that the development plan has been suspended, and, if construction has initiated, a stop work order shall be issued for the section of the project deemed not to be in compliance. Thereafter, the applicant may revise the development plan and submit to the Administrator for resubmission to the Planning Commission.*

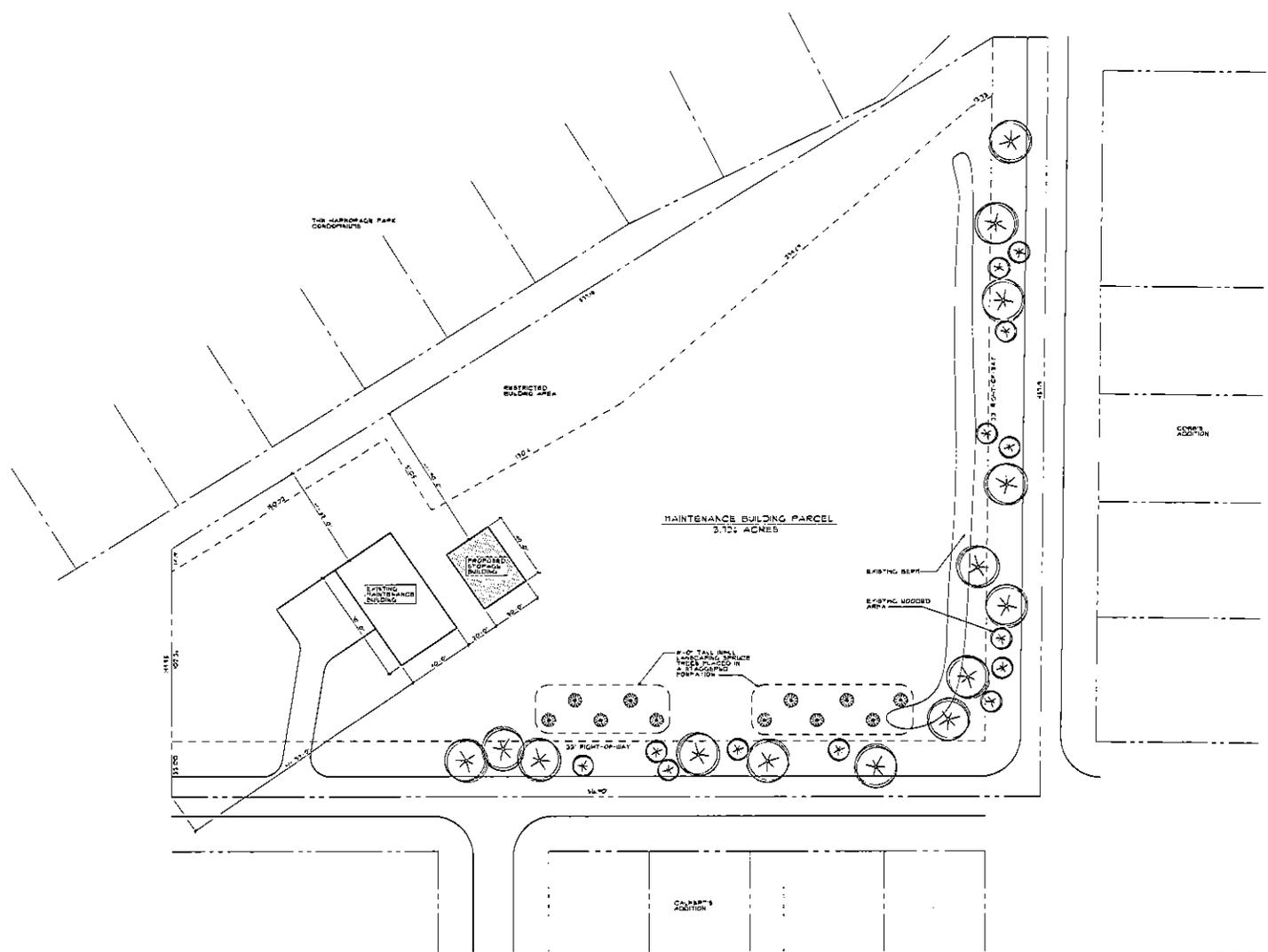
*D. Should the Planning Commission determine that the modifications to the final development plan significantly alter the intent of the preliminary development plan, a new submittal shall be required.*

*E. Any deviation from the approved final development plan, except as authorized in this section, shall be considered a violation of this Ordinance and treated as such.*

If the Planning Commission determines that the proposed amendment does not significantly alter the intent of the approved plan, and is in conformance with the Ordinance standards the requested amendment may be approved through the mutual agreement of the landowner and the Planning Commission.

**Options**

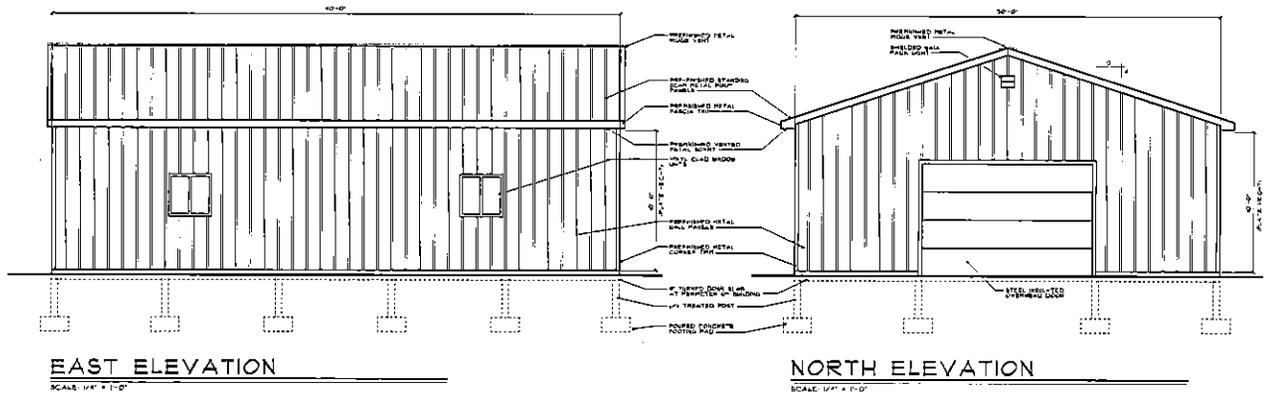
The Planning Commission can agree to the changes presented and approve the amendment; the Planning Commission can decide not to agree to the changes as presented and not approve the amendment; or, modifications to the proposed amendment that the applicant and the Planning Commission mutually agree on can be made and the proposed amendment with modifications can be approved by the Planning Commission.



**SITE PLAN**  
SCALE: 1/8" = 1'-0"

PROJECT <b>THE HARBORAGE CONDOMINIUMS</b>	ARCHITECT <b>SEIDELLS ARCHITECTS</b>	DATE	1/27/14
		DATE	1/27/14
PROJECT NO. <b>14-002</b>	RESIDENTIAL	CONSTRUCTION	1/27/14
		DATE	1/27/14
SHEET <b>01</b>	RESIDENTIAL	DATE	1/27/14
		DATE	1/27/14
114 N. COURT AVE. STE. 201 SUITE 201 SALT LAKE CITY, UT 84143 PHONE (801) 724-1327 FAX (801) 724-1328			



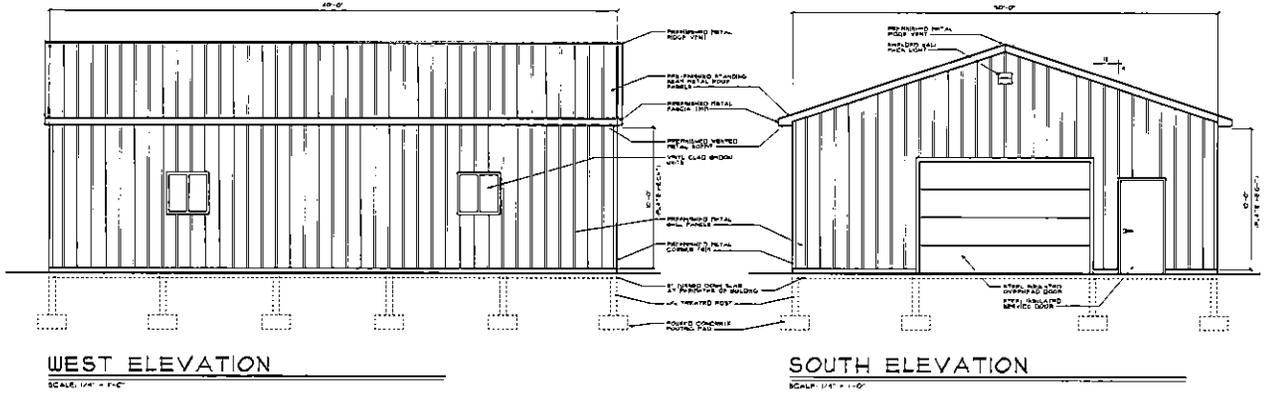


**EAST ELEVATION**

SCALE: 1/4" = 1'-0"

**NORTH ELEVATION**

SCALE: 1/4" = 1'-0"

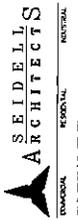


**WEST ELEVATION**

SCALE: 1/4" = 1'-0"

**SOUTH ELEVATION**

SCALE: 1/4" = 1'-0"

 <b>SEIDELL ARCHITECTS</b> ARCHITECTS 1000 14TH ST. STE. 101 SAN FRANCISCO, CA 94142 TEL: (415) 774-1111 FAX: (415) 774-1112	DATE	
	REVISED BY	T.S.L.
DATE	1/20/14	
CONSTRUCTION		
DATE		
PROJECT NO.	14-002	
PROJECT	THE HARBORAGE CONDOMINIUMS COLD STORAGE WAREHOUSE	
SHEET	A2	

## EXISTING LAND USE PROFILE

The Existing Land Use Profile details the location, type, and extent of land development in the community. Knowledge of existing land development patterns is an essential component of the comprehensive planning process. Without a clear understanding of current land development patterns and issues, it is impossible to prepare a sensible plan for future land development.

The information contained in this Profile will also serve as useful reference on land development as Boyne City officials consider future land development proposals as well as the need for public facility and infrastructure improvements in the context of the adopted Comprehensive Plan.

### Survey Methodology

As part of the 1997 Boyne City Comprehensive plan a field survey of existing land uses was completed in May 1996. Each parcel of property in Boyne City was inspected and the current use recorded on a property line base map. To update the map Aerial photos from 2012 were reviewed field inspections were completed in summer of 2013. The use of each parcel was in turn categorized in accordance with a predetermined land use classification system, which is compatible with the Michigan Land Cover/Use Classification System (see Table 1) developed by the Michigan Department of Natural Resources (MDNR) and used by the Michigan Resource Information System (MIRIS). The field data was then entered into a computer mapping file as an overlay to the City's property line base map. Finally, the land coverage for each land use category was calculated.

### Existing Land Use Inventory

As shown on Map , land use in Boyne City has been classified into nine major categories: single-family residential; two-family residential; multiple-family residential; mobile home parks; downtown core; commercial; industrial; public/semi-public; and vacant, other land, and rights-of-way. The following table summarizes the classification system used to categorize existing land uses in Boyne City. The numbers in parenthesis refer to the corresponding use-coding system used by MIRIS.

General points that can be made regarding Boyne City's existing land use include the following:

- Undeveloped land accounts for roughly 60 percent of all property within the City limits.
- Of the developed land uses found in Boyne City, the dominant form of development is single-family residential, accounting for approximately 33 percent of the City's total developed acreage.
- In addition to the redevelopment of existing underutilized sites, there is opportunity for new development due to the amount of available undeveloped land. Demand for additional housing, more commercial space, and limited industrial development can be accommodated within these areas.
- The hub of activity in Boyne City is the downtown core. As a general rule, the further from this core the structures and population tend to be less dense.

<b>Table 1</b> <b>Land Use Classification System</b> <b>City of Boyne City</b>	
Single-Family Residential	Land occupied by single-family detached dwelling units, seasonal dwellings, manufactured homes outside of designated mobile home parks, and their related accessory buildings such as garages.
Two-Family Residential	Land occupied by two-family dwelling units and their related accessory buildings such as garages. These units may have been specifically constructed as a duplex unit or may be a converted single-family structure.
Multiple-Family Residential	Land occupied by multiple-family dwelling units (structures which contain 3 or more dwelling units) such as apartments, townhouses, and the like, and accessory uses such as parking lots and small recreational facilities such tennis courts and swimming pools.
Mobile Home Park	Land occupied by manufactured dwelling units sited in a planned community and their related accessory service structures and recreational spaces.
Downtown Core	Land occupied in this area has the highest concentration of commercial uses. A prime characteristic of the area is the offering of goods and services primarily directed at the pedestrian shopper. A wide variety of uses are found in the district including retail, service, professional office, restaurants, and limited residential uses.
Commercial	Land that is predominantly occupied for the retail sale and/or service of products such as retail establishments, personal and business service uses, and repair service facilities.
Industrial	Land occupied by manufacturing industries, processing facilities, warehouses, and nonmanufacturing uses which are primarily industrial in nature. Lands so classified may include areas with or without buildings where raw or semi-finished materials are fabricated or those using or storing raw materials for primary production or extractive operations such as mining sites.
Public/Semi-Public	<p>Public uses are land and facilities that are publicly operated and available for use by the public. Examples include schools, government buildings, parks, sewer and water utilities, correctional facilities, hospitals, airports, and marinas.</p> <p>Semi-public uses are land and facilities which may be privately owned or operated but used by the public or a limited number of persons. Examples include churches, cemeteries, and private clubs.</p>
Vacant and Other Land and Rights-of-Way	<p>Vacant and other land are undeveloped lands which includes forest land, water bodies, wetlands, and barren lands.</p> <p>Also included in this category are utilities and road rights-of-way.</p>

Table 2 details the distribution of each land use type by total acres, as well as the percent of total acreage and percent of developed acreage which is occupied by that land use type. A discussion of the existing land use pattern follows.

<b>Land Use</b>	<b>Total Acres</b>	<b>Percent of Total Acreage</b>	<b>Percent of Developed Acreage</b>
Single-Family Residential	344	13	33
Two-Family Residential	5	0.2	0.5
Multiple-Family/Group Residential	59	2.2	5.7
Mobile Home Park	19	0.7	1.8
Downtown Core	46	1.8	4.4
Commercial	39	1.5	3.6
Industrial	129	5.0	12.5
Public/Semi-Public/Institutional	293	11.3	28.3
Vacant & Other Land, R.O.W.	1548	60.0	NA
<b>Total</b>	<b>2686</b>	<b>100.0</b>	<b>100.0</b>

***Residential Land Use***

Single-family dwellings occupy approximately 344 acres of land and account for 33 percent of the total developed land area in the City. In addition to privately owned residences, a government sponsored project of single-family detached units catering to low-income families exists in the vicinity of Wenonah Street. Along with an additional ten units scattered throughout the City, these units are owned by the Boyne City Housing Commission, have been well maintained, and are consistently occupied.

The vast majority of the City's single-family dwellings are constructed on lots platted in the early 1900's. Diversity characterizes these structures in terms of architectural styles and materials, size, number of stories, and structural condition. Additional residences are located outside of platted subdivisions and are usually situated on large lots.

Increased demand for single-family homes during recent years has resulted in infill development throughout the community and new subdivisions of limited size. New homes constructed in older areas have helped to upgrade neighborhoods showing signs of decline. New subdivisions in the City's southwest and southeast sections have served to upgrade the community as a whole.

Two-family dwellings occupy five acres of land within the City. This represents less than one percent of the total developed land area. Two-family dwellings may be originally constructed as such or may occupy a converted single-family structure. Most two-family dwelling units in Boyne City occupy converted structures and are interspersed within the City's single-family residential neighborhoods.

Multiple-family/Group Residential development occupies about 59 acres, 5.7 percent of the City's total developed acreage. This category includes condominiums such as Harborage Condominiums and the Landings and apartment developments such as Park View and Lake View apartments. Many of these multiple-family projects, like the Landings and the Harborage, cater to seasonal residents, and group and elderly housing developments such as Deer Meadows and The Brook.

Lakeview Village is the City's only mobile home park. It is situated on approximately 19 acres on the east side of North Lake Street, just north of the central business district. Lakeview Village contains 152 units. As with condominium developments, the demand for additional manufactured homes is also likely to increase as persons seek housing alternatives that are less expensive than conventional homes.

### ***Downtown Core***

Approximately 46 acres of Boyne City is occupied by commercial, office and limited residential uses that make up the Downtown Core. These uses, together, account for almost 13 percent of the developed land area. The Downtown Core, which encompasses areas around Water Street and Lake Street between North Street and Main Street, serves as the community's primary retail service and activity center. Its compactness, central location, and diversity of shops, services and restaurants have helped guarantee the area's long term viability and is the strength of this core area. Convenience, comparison, and specialty shopping goods may be purchased here. High quality and unique restaurants in the Downtown Core have proven to be important economic drivers for the community serving residents and tourists as well as being regional destination for neighboring communities.

### ***Commercial***

Outside of the Downtown Core, Commercial uses occupy approximately 39 acres of land and account for about 3.6 percent of the City's total developed land area. Most businesses are found within two locations.

A moderately sized shopping center is located at the northeast corner of North Lake and Vogel Streets. Consisting of a major grocery store and several smaller shops, this facility tends to satisfy neighborhood convenience needs. As evidenced by this shopping center, problems associated with access and on-site circulation can result which create an unsafe situation for motorists and pedestrians as well. Site improvement guidelines pertaining to commercial development can help avoid many of the problems apparent with past development.

Toward the community's southeast corner, along M-75 south, lies the City's other major commercial district. Developed in strip fashion, these businesses are largely highway oriented and do not compete directly with the City's downtown core. Some vacant land is available for expansion or for new developments of a similar type should the need arise.

### ***Industrial Land Use***

Industrial uses occupy about 68 acres of land and account for nearly seven percent of the total developed land area. Industrial development within Boyne City is primarily concentrated within two areas of the City. During the early 1900's, industry (like lumbering and tanning) located on the banks of Lake Charlevoix due to their dependence on water. This precedent, plus the fact that large areas of lakefront property were zoned for industry, invited other industries to locate on the Lake as

well. The second area of industrial growth has been along the south leg of M-75, near the City limits and the airport.

Land for industrial expansion and development is virtually nonexistent adjacent to the existing industrial facilities located on the waterfront. Although some vacant land is available near the companies located on M-75 south, new sites suitable for industrial development must be identified to help ensure that growth opportunities are not missed in the future.

### ***Public/Semi-Public/Institutional***

Public/semi-public land uses occupy almost 360 acres of land and account for 35 percent of the total developed land area in the community. Most of this land is occupied by the school system, airport, cemetery, and recreational facilities. Other uses included in this category are the Boyne City Municipal Building, other City facilities, library, utility stations, settling lagoons, several churches, and some private clubs.

Due to the characteristics and/or locational needs of public/semi-public uses, these uses are often scattered throughout a community. This is true of the public/semi-public uses located in Boyne City.

There is, however, a noteworthy concentration of public/semi-public uses in the southeast section of the City. Located within an area generally bordered by Division Street/M-75 and Brockway Street are the Boyne City Airport, the City's sewage facility, Boyne City High School, Boyne City Elementary School, several Charlevoix County agencies, and a cemetery. Other significant public/semi-public landholdings include:

- The marina and associated facilities on the eastern shore of Lake Charlevoix;
- Rotary Park, an active recreation park located on the north side of M-75; and
- Avalanche Preserve, a passive recreation area located in the southern portion of the City.

### ***Vacant, Other Land, and Rights-of-Way***

Over 60 percent of Boyne City is undeveloped (vacant or other land) or occupied by road rights-of-way or utilities. Most of the vacant and other land, which is located toward the periphery of the City, is zoned for residential use. To date, these properties have not been developed primarily because:

- Natural features (as indicated on the Natural Features, Soil Types, and Wetlands maps) are too constraining to allow development;
- Utility systems are absent; or
- There has been a lack of demand for land in many of these areas.

# City of Boyne City 2014 Existing Land Use Map DRAFT



- Legend**
- Single Family
  - Duplex
  - Multifamily/Group Housing
  - Manufactured Housing Park
  - Downtown Core
  - Commercial
  - Industrial
  - Public/Institutional
  - Utilities/ROW
  - Vacant

