



City of Boyne City

Founded 1856

319 N. Lake Street

Boyne City, Michigan 49712
www.cityofboynecity.com

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

AGENDA

BOYNE CITY PLANNING COMMISSION

Monday September 17, 2018 5:00 p.m.
Boyne City Hall



Scan QR code or go to
www.cityofboynecity.com
click on Boards & Commissions for complete
agenda packets & minutes for each board

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

Approval of minutes from the August 20, 2018 Boyne City Planning Commission meeting.
4. Hearing Citizens Present (*Non-Agenda Items*)
5. Reports of Officers, Boards, Standing Committees
6. Unfinished Business
 - A. M-75 Corridor Plan Recommendation for Adoption
7. New Business
 - A. Development plan Review 500 N Lake St
 - B. Citywide Goals
 - C. Recommendation for Planning Commission reappointments for Frasz and Ellwanger
8. Staff Report
9. Good of the Order
10. Adjournment – Next Meeting October 15, 2018

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, Michigan 49712, phone (231) 582-0334

Hometown Feel, Small Town Appeal

Approved: _____

**Meeting of
August 20, 2018**

Record of the proceedings of the Boyne City Planning Commission meeting held at Boyne City Hall, 319 North Lake Street, on Monday August 20, 2018 at 5:00 pm.

Call to Order

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

Roll Call

Present: Chris Frasz ,Ken Allen, Aaron Place, Jim Kozlowski, Tom Neidhamer Jeff Ross and Joe St. Dennis
Absent: Jason Biskner and George Ellwanger

**Excused Absences
Motion

2018-08-20-11
St. Dennis moved, Place seconded, PASSED UNANIMOUSLY, a motion to excuse the absence of Biskner.

Meeting Attendance

City Officials/Staff: Planning and Zoning Administrator Scott McPherson
Public Present: Two

**Consent Agenda
Motion

2018-08-20-12
Ross moved, Neidhamer seconded, PASSED UNANIMOUSLY, a motion to approve the consent agenda, the Planning Commission minutes from July 16, 2018 as presented.

**Citizen comments on
Non-Agenda Items**

None

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

The newly formed Boyne Housing Solutions committee will be holding a meeting on August 29, 2018 at 1:30 at City Hall.

Unfinished Business

None

New Business

None

A preliminary site development plan for 437 Boyne Avenue was presented by Bay Area Management services. The building was purchased with the intent to develop small offices. There is currently a church using part of the building with a 30 day lease. The developer is looking at spaces being used as a business incubator. Electrical splits will be installed. Materials used will be high quality vinyl, stone with white corners. Place inquired if there will be workshop noise and was informed no. Discussion of lighting and parking took place. The developer indicated that he may also hold some space for developing future parking. Kozlowski inquired if there would be any production that would produce odors and was informed no.

**Staff Report
Good of the Order**

The recent conditional rezoning request that was approved to move forward by the Planning Commission was denied by the City Commission due to the request not being consistent with the Master Plan

St. Dennis commented that we have a tremendous amount of TRD that is undeveloped.

Adjournment
****Motion**

The next regular meeting of the Boyne City Planning Commission is scheduled for Monday, September 17, 2018 at 5:00 p.m.

2018-07-16-13

Allen moved, Ross seconded, PASSED UNANIMOUSLY a motion to adjourn the August 20, 2018 meeting at 5:53 p.m.

Chair Chris Frasz

M-75 Corridor Improvement Plan

February 2018 Draft

Table of Contents

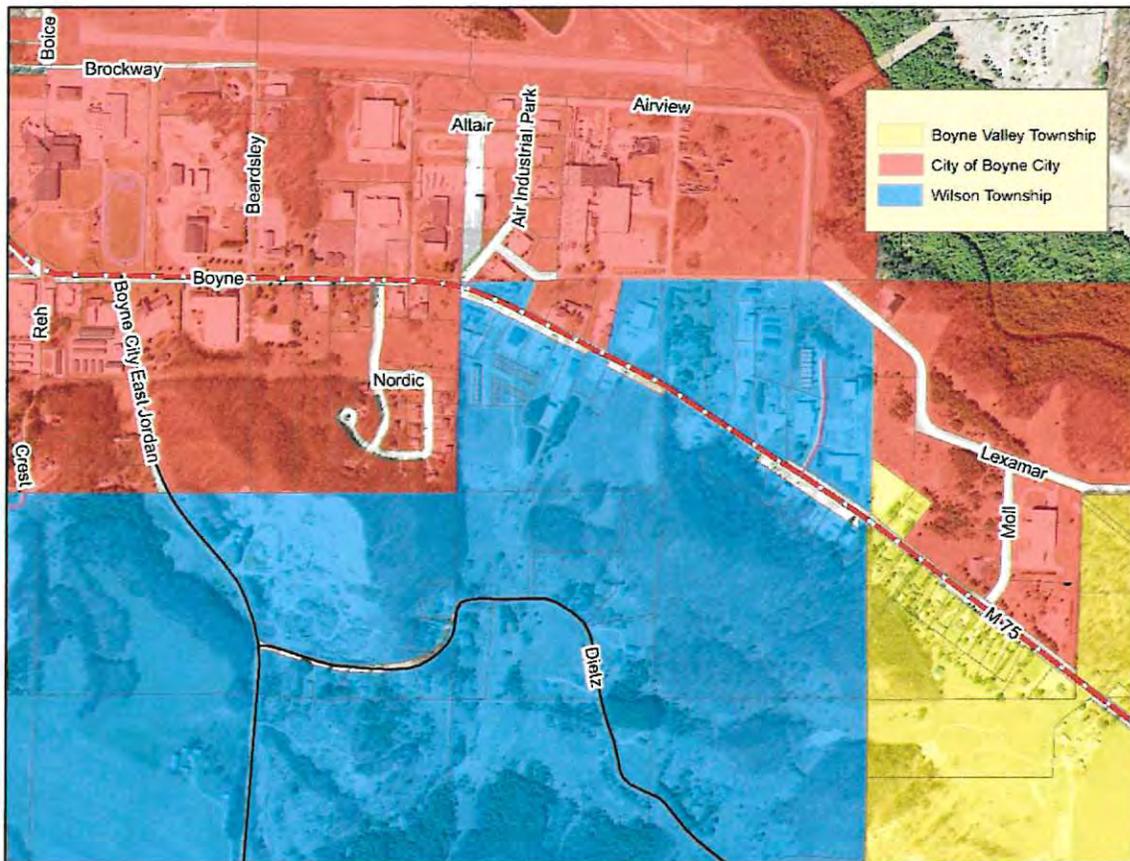
Chapter 1: Introduction.....	2
A. M-75 Corridor Vision and Goals.....	2
B. Corridor Planning to Date	3
C. Why this Plan was Prepared.....	4
Chapter 2: Site Design	5
A. Physical Assessment.....	5
B. Design Opportunities	6
C. Zoning Amendments	8
Chapter 3: Street and Access Design.....	9
A. Principles of Access Management	9
B. Benefits of Access Management.....	9
C. Existing Transportation-related Conditions	10
D. Access Management Standards.....	11
E. Access Management Recommendations	12
Chapter 4: Implementation.....	15
A. How to Use the Access Management Plan	15
B. Implementation of the Plan Standards and Recommendations.....	15
C. Access Review and Approval Procedure	17
D. Implementation Opportunities.....	19

Chapter 1: Introduction

As a Redevelopment Ready certified community, Boyne City continually seeks opportunities to put its best foot forward and project a positive place to live, visit, and do business. In order to ensure one of its “front doors” matches the quality design exemplified elsewhere in the city, especially its downtown, Boyne City sought the cooperation of Wilson and Boyne Valley Townships for an M-75 Corridor plan through the support of the Redevelopment Ready Communities (RRC) technical assistance program. This document summarizes their common goals and recommendations to ensure the M-75 gateway is safe, attractive, and welcoming.

A. M-75 Corridor Vision and Goals

The following vision and goals were drafted for the entire M-75 corridor as part of the Partnerships for Change effort led by LIAA. They generally apply to the one-mile segment of the corridor that is the focus of this plan – from the High School on the west to the Boyne City limits on the east – serving more as a transition from rural to urban than the remainder of the corridor, which is predominantly rural.



“M-75 is a beautiful, safe, prosperous, and environmentally-friendly corridor that respects the rural character of our community.”

Beautification

- Improve wayfinding, jurisdictional, and traffic signage
- Install gateway landscaping and signage at jurisdictional boundaries
- Work with property owners to improve and maintain properties

Safety

- Improve traffic safety along the corridor and reduce access-related crashes
- Limit the number of access points along the corridor to improve travel efficiency
- Develop a safer travel environment for non-motorized users

Prosperity

- Actively recruit new businesses that fit with the vision of the corridor and install the necessary infrastructure, such as broadband, that will support these businesses
- Pursue a variety of funding options to implement the vision of the corridor
- Develop a plan to recruit higher paying jobs

Environmental

- Explore and implement various storm water management techniques
- Explore and implement standards that reduce energy use, water use, and encourage the use of renewable or recycled materials for new developments
- Direct growth in a way that will protect and preserve the environmental resources of the Boyne River
- Concentrate growth to preserve rural areas of corridor

B. Corridor Planning to Date

Preceding this plan, Boyne City took a number of steps to facilitate cooperation and promote safety along M-75:

Partnerships for Change

Boyne City, Wilson Township, and Boyne Valley Township agreed upon the common vision and strategies for the M-75 corridor during a process coordinated by Land Information Access Association (LIAA).

Safe Routes to School

Recently, Boyne City secured a Michigan Safe Routes to School grant to study the area surrounding the school complex. Sidewalks were added to connect the south side of M-75 to Beardsley St., Brockway St., and the elementary school. Continued safety for students is a priority for Boyne City.

Existing Access Management Regulations

Boyne City already has a robust section on access management principles in its zoning ordinance. Recently, Wilson Township adopted a version of those standards. This plan provides recommendations to improve the Boyne City standards, which can then be adopted by the Townships.

425 Agreements

In the past, the City and Townships have coordinated new development and access to utilities through 425 agreements where the sites in the Township utilize the City's utilities and zoning and agree upon sharing of future tax revenue for a period of time. As sites along M-75 redevelop and may enter into 425 agreements, it will be critical that the zoning for both the City and Townships complement one another.

C. Why this Plan was Prepared

This access management plan was undertaken by Boyne City, Wilson Township, and Boyne Valley Township to coordinate access management improvements along the M-75 corridor by building upon previous and ongoing planning processes along the corridor and developing a mutually agreed upon process of coordination for future improvements to achieve the goals and vision for M-75 described above. The following sections of the plan give recommendations for site design (Chapter 2), street and access design (Chapter 3), a roadmap for implementation (Chapter 4), and a revised access management zoning ordinance article, specific to the needs of the corridor, that can be adopted by the three communities (Chapter 5). This would be amendments to Boyne City Zoning Ordinance, Article XXIV, Section 24.90 language for the two townships.

Chapter 2: Site Design

A. Physical Assessment

Overall, the district lacks cohesion and is home to a variety of ages and quality of buildings and inconsistent site design. Many of the buildings are dated and do not project the high-quality design desired by the communities. Often, the relationship between where the public realm ends and the private realm starts is ill-defined, with wide driveways, lack of sidewalks or pathways, and large parking lots that dominate front yards.



Landscaping, sidewalks, crosswalk, and ground sign make this frontage one of the more successful along the corridor



Many sites have front yard parking that blends into the front greenbelt and driveway

B. Design Opportunities

Many sites can be redeveloped with better design to maximize their potential for new businesses, circulation, and site design. In order to promote the best possible corridor aesthetics, the following site design principles are suggested:

Parking and Access

- 5-foot sidewalks are typical for an urban or residential area. Along this corridor, shifting to a shared pathway with a minimum of 7 feet or preferred 10 feet would allow for safe facilities for both bikes and pedestrians.
- The sidewalk environment should accommodate ample space for pedestrians, street furniture, prominent storefronts, and outdoor dining where feasible. Street trees and other elements that create a comfortable separation between parking and drive lanes and the pedestrian areas should also be included.
- Require direct connections to the public sidewalk from building entrances. Internal pedestrian walkways should be included from parking areas, clearly separated from vehicle aisles and parking spaces.
- Off-street parking should be located in the side and rear yards. Parking lots should be screened with a knee wall coupled with landscaping. There should be a maximum of one row of front-yard parking with an appropriate buffer from the sidewalk.
- Parking lot landscaping is especially important in minimizing the appearance of large parking lots. Parking lot islands can incorporate pedestrian access to building entrances.
- Bike racks should be provided near entrances to buildings.
- Service areas should be well screened: waste receptacles, delivery areas, mechanical equipment, and utilities. Loading and unloading areas should be located where they can be effectively screened from view.

Landscape and Streetscape

- Streetscape treatments should be used to signify an entrance and contribute to a sense of place.
- Where required, detention areas should be designed to mimic natural environments with native species, and steep basins requiring safety fencing should be discouraged.

- Receptacles, planters, benches, pedestrian-scale lighting, and other such amenities should be strategically placed throughout the district.
- Development abutting single-family residential should be screened with a mixture of treatments such as landscaping, walls, and fences.
- Low-impact design: Bioretention (Rain Gardens) & bioswales manage stormwater runoff locally, providing natural filtration to protect lake water quality. Low-impact design can be applied on private sites and in the right-of-way and should be considered in areas between the new or existing sidewalk where driveways are removed and in areas where a road median is installed. Plant species should be salt tolerant, provide aesthetic benefits and be low maintenance. Sidewalks should be designed to direct runoff into these areas, and maintenance agreements should be included as part of any approval.
- Boyne City should adopt stormwater regulations that more appropriately fit the city's urban character than those adopted by the townships.
- Evaluate the possibility of extending storm sewers east along the corridor.

Lighting and Signage

- Lower-level ground signs are preferred over taller pole signs.
- Signs should be constructed of materials compatible with the architecture of the building.
- Site lighting should be regulated so it does not spill into non-commercial areas or the public road, except where needed to illuminate driveways.
- Fixtures should be chosen that shield light from projecting upward, thereby reducing light pollution into the night sky.
- Light poles should be located so they do not obstruct pedestrian movement.
- Fixtures may be outfitted with decorative banners that, in some cases highlight civic events and activities of community-wide appeal.

Architecture

- Welcoming storefronts should include active window displays, outdoor seating, and awnings to attract customers and contribute to a sense of place.

- Long or expansive building walls should include variations in the building wall, varied roof lines, archways, or other architectural features.
- Rear elevations visible from roadways (both public and internal drives) and/or residential areas should have a finished quality compatible with the front elevation of the building.

Right-of-Way Design

- Work with MDOT to evaluate the possibility of redesign of the corridor.
 - Center turn lane
 - Limited crosswalks with refuge islands
 - Curbs and gutters



Recommended Site and Right-of-Way Design: three-lane road with center turn lane, curb, and gutter. The center turn lane with assist with easing traffic flow and turning movements along the corridor where there are many adjacent commercial driveways. In areas where a center turn lane is not needed, a green median can instead be used.

C. Zoning Amendments

Suggested changes to Boyne City’s existing zoning ordinance are being provided to city staff for further evaluation by the planning commission based on the recommendations provided above.

Chapter 3: Street and Access Design

A. Principles of Access Management

Factors that influence the “front door” or gateway impression of entering a city include building and architectural design, landscaping, signage, and the travel experience, including traffic flows and ease of access. Traffic flow and ease of access are directly impacted by the number and location of driveways along a corridor. This section describes the principles of access management, a set of proven and beneficial techniques to manage the location, design, and type of access to property.

- *Design for efficient access.* Identify driveway design criteria that promote safe and efficient ingress and egress at driveways, while considering the interaction with pedestrians and bicyclists.
- *Separate the conflict areas.* Reduce the number of driveways, increase the spacing between driveways and between driveways and intersections, and reduce the number of poorly aligned “cross street” driveways.
- *Remove turning vehicles or queues from the through lanes.* Reduce both the frequency and severity of conflicts by providing separate paths and storage areas for turning vehicles and queues.
- *Limit the types of conflicts.* Reduce the frequency of conflicts or reduce the area of conflict at some or all driveways by limiting or preventing certain kinds of maneuvers.
- *Provide reasonable access.* Recognize that property owners have an inherent right to access public roadways, although reasonable access may be indirect in some instances.

B. Benefits of Access Management

Access management practices provide multifold benefits to communities, motorists, businesses, land owners, developers, pedestrians, bicyclists, and the public. Based on research and studies on similar corridors, some of these benefits are as follows:

- Improved roadway safety for motorists, pedestrians, and bicyclists through reducing situations that contribute to crash potential;
- Decreased congestion through preservation of the capacity and useful life of M-75;

- Better access to, and among properties, which expands economic development potential and increases land values;
- More streamlined coordination between the three communities and MDOT.

Optimum driveway spacing simplifies driving by reducing the amount of information to which a driver must process and react. Adequate spacing between driveways and un-signalized roadways (or other driveways) can reduce confusion that otherwise requires drivers to watch for ingress and egress traffic at several points simultaneously while controlling their vehicle and monitoring other traffic ahead and behind them. Reducing the amount of information related to selecting an access point and avoiding conflicting turns and traffic provides greater opportunity to see and safely react to automobiles in the street and pedestrians and bicyclists on pathways and sidewalks.

C. Existing Transportation-related Conditions

Within this section, discussion of existing conditions is broken down into three sections focused on Traffic and Roadway Characteristics, Pedestrian and Non-Motorized Transportation, Existing and Future Land Use, and Current Access Characteristics along the corridor.

Traffic & Roadway Characteristics

The corridor addressed in this plan is an approximately 1-mile stretch of M-75 that extends from the eastern part of Boyne City, Wilson, and Boyne Valley Townships (See map). M-75 is a two-lane undivided highway without curbs for the majority of the corridor. The most recent available data from MDOT is that traffic volumes average 3600 ADT along the corridor, which is about 1/3 of the capacity. However, seasonal volumes can be much higher on peak summer days. No plans by MDOT to widen M-75 within the study corridor have been announced.

Pedestrian & Non-motorized Transportation

Transportation use along M-75 is primarily vehicular. There are no sidewalks along the majority of the corridor. One exception is a sidewalk within the study corridor added to the south side of M-75 to connect the south side of M-75 to Beardsley St., Brockway St., and the elementary school. This sidewalk was completed by Boyne City through a Safe Routes to School grant. Under current conditions with no sidewalks, limited curbs, and no designated bicycle infrastructure, experienced bicyclists may feel comfortable riding along the shoulder of the road, but less experienced riders may feel less comfortable riding along the corridor.

Existing & Future Land Use

Land use along the corridor is a mixture of commercial, service, retail, residential, and light industrial uses typical to a rural northern Michigan community corridor.

Current Access Characteristics

Currently, there are 50 commercial access driveways along the 1-mile corridor. The eastern portion of the corridor has a posted speed limit of 55 MPH, while the western half of the corridor has a posted speed limit of 45 MPH. Seventeen of the commercial drives fall into the 55 MPH zone, with the remaining 33 commercial drives located in the 45 MPH stretch nearing downtown Boyne City. The drives exhibit a variety of geometries with some paved and some not. Few have curbs, but most do not so the access is not well defined. Many commercial businesses along the corridor have multiple driveways within close proximity to one another. Many are not well spaced from driveways across the street.

D. Access Management Standards

Access management is a shared responsibility of MDOT and the municipalities. MDOT has standards that must be met for a permit to be issued, mostly related to access design and safety. MDOT does have does have guidelines for the number and spacing of driveways but looks to the municipalities to help regulate those through the zoning ordinance and site plan review. Boyne City has a robust section on access management principles in its zoning ordinance. Recently, Wilson Township adopted a version of those standards. This plan provides recommendations to improve the Boyne City and Wilson Township standards by bringing them closer to MDOT recommendations, which can then be adopted by the City and Townships.

Figure 2.1: Boyne City & MDOT Access Management Standards, Minimum Spacing between Driveways

Posted Speed Limit (mph)	Boyne City Minimum Driveway Spacing	MDOT Preferred Minimum Driveway Spacing
35 mph	75 feet	245 feet
40 mph	75 feet	300 feet
45 mph	100 feet	350 feet
50 mph	125 feet	455 feet
55 mph	150 feet	455+ feet

Current commercial driveway spacing along the M-75 corridor compared with MDOT’s preferred standard for un-signalized driveways is summarized in the table below. These standards apply to commercial driveways and not existing single-family residential drives along the corridor. However, formerly residential properties that have been converted to commercial business uses may be regulated by the access management standards.

Figure 2.2: Corridor Analysis based on Boyne City & MDOT Driveway Spacing Standards

Segment	Approx. Length (ft)	Speed Limit (mph)	Boyne City Spacing Standard (ft)	MDOT Spacing Standard (ft)	Existing Commercial Driveways	Average Existing Spacing (ft)	Max Driveways per Boyne City Standard	Max Driveways per MDOT Standard	Closures to meet MDOT Standard
East Segment	2450	55	150	455	17	155	16	5	12
West Segment	4150	45	100	350	33	80	41	12	21

If this corridor were developed today, under current MDOT access management standards, there would be over 30 fewer driveways. Given existing lot sizes, topography, and the development on many of the sites, full compliance with those standards as new development or redevelopment occurs is not practical. The goal then is to try to strike a balance to gradually move closer to the MDOT spacing standards. In particular, to:

- Remove or relocate driveways that are poorly offset across the street;
- Close the driveways that are less than 200 feet apart;
- Consolidate to have one driveway for most businesses;
- Develop a shared access system.

E. Access Management Recommendations

The M-75 Access Management Plan was developed based on the analysis of existing conditions and constraints, and consideration of MDOT access guidelines, and review of the city’s current zoning code. Much of the corridor is already developed, so application of preferred standards for driveway spacing and design will be gradual as sites develop. Strict adherence to MDOT standards will often be impractical. Even in cases of larger scale development and redevelopment, the site and area transportation conditions may require flexibility in the application of standards, so they are effective and

equitable while meeting the intent of this plan. The following section discusses the key access design criteria that were used during the analysis of the M-75 Access Management Plan area.

- *Minimize the Number of Access Points:* The number of access points to a development should generally be limited to one per property. Additional access may be acceptable for sites with wide frontage that allows spacing and other standards to be met. Where practical, access should be shared, off side streets, or via service drives/frontage roads.
- *Driveway Alignment or Offset with Other Driveways Across the Road:* Generally, driveways should be aligned with those across the road or offset a sufficient distance to prevent left turning movement conflicts, commonly referred to as “left-turn lock ups.” If alignment is not possible, minimum offsets on the corridor should be determined by posted speeds and range from 630 feet for a 45-mile per hour zone to 750 feet in a 50+ mile per hour zone.
- *Shared Driveways:* Sharing or joint use of a driveway by two or more property owners should be encouraged. This will require a written easement from all affected property owners before or during the site plan approval process. Where a future shared access is desired, the developer should initiate an easement that will be completed to future adjacent uses and construct a physical connection up to the property line to facilitate an easy completion when opportunities arise on the adjacent property.
- *Driveway Spacing from Intersections:* Driveways need to be spaced far enough from intersections to ensure that traffic entering or exiting a driveway does not conflict with intersection traffic. This is especially true for intersections that have traffic signals or may in the future. Typical standards consider the type of roadways involved (trunk line, arterial, etc.), type of intersection control, and type of access requested. For a state trunk line roadway such as this corridor that has speed limits of 45 to 55 miles an hour, full movement driveways should typically be at least 460 feet away from a signalized intersection and 230 to 460 feet away from un-signalized intersections.
- *Driveway Spacing from Other Driveways:* Driveways also need to provide adequate spacing from other driveways to ensure that turning movement conflicts are minimized. Generally, the greater the speed along the roadway the greater the driveway spacing should be. The posted speed limits for the corridor are illustrated on the recommendations maps.
- *Design of Access Points:* The geometric design of access points, including the width, throat, radius, and pavement type, should meet current MDOT standards. Municipal review procedures should

include alerting MDOT any time a use changes, so that MDOT can determine if a new access permit is needed, and if so, if changes or updates to the driveway design are required.

- *Frontage Roads:* There are several segments where there are many tightly spaced driveways where a frontage road could be pursued. Frontage drives can minimize the number of driveways, while preserving the property owner's right to reasonable access. Such facilities provide customers with access to multiple shopping/commercial sites without re-entering the main roadway and experiencing conflicts and higher speeds.

In areas where frontage roads are desired, implementation may be gradual as individual sites develop or redevelop. When adjacent properties have not yet developed, the site should be designed to accommodate a future frontage drive, with access easements provided. The Townships, City, or MDOT may temporarily grant individual properties a direct connection until the frontage road is constructed. The direct access point to the main roadway should be closed when the frontage road is constructed.

Frontage roads are usually constructed and maintained by the property owner or an association of adjacent owners. The frontage road itself should be constructed to public roadway standards regarding cross section, materials, design, and alignment. Development of frontage roads is most easily pursued when properties are vacant and when topographic changes from lot-to-lot are minimal.

- *Connected Parking Lots: Frontage roads as described above may be ideal but are difficult to construct along a segment with narrow lots and significant existing development. Given the limited space to construct frontage roads, an alternative would be to connect parking lots. This can be accomplished on a site-by-site basis. When a new development or major change to an existing one is proposed, the community can work with the developer to provide a connection between parking lots. This design approach can also support the development of shared driveways.*
- *Internal Sidewalk Connections to Public System:* Where a public sidewalk exists or will be constructed in the future, sites should be designed to include internal sidewalks that are clearly marked and located at a prominent location to encourage use, but clearly separated or otherwise protected from driveway and internal circulation lanes.

Chapter 4: Implementation

A. How to Use the Access Management Plan

The preceding chapters and accompanying figures outline how the recommended access management recommendations are applied within the overall plan area. The average speed of traffic along a given corridor is one of several design parameters used to develop driveway spacing standards; others include sight distance (the ability to see traffic approaching from the east and west) that is affected by physical conditions such as road curves, topography, and poles or signs that may inhibit views.

While some of the recommendations can be directly implemented, many are long-term initiatives that will require an ongoing partnership and commitment between MDOT and Boyne City, Boyne Valley Township, and Wilson Township. This requires the township planning commissions, boards, and zoning boards of appeals to be aware of the benefits of access management and their role in the Plan's implementation.

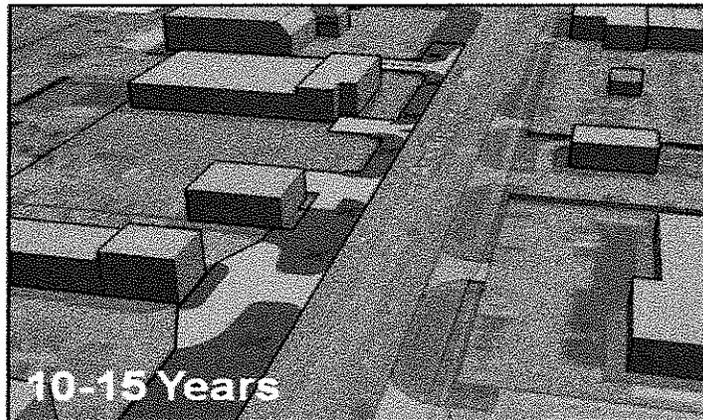
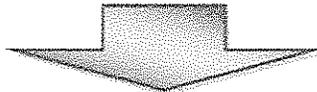
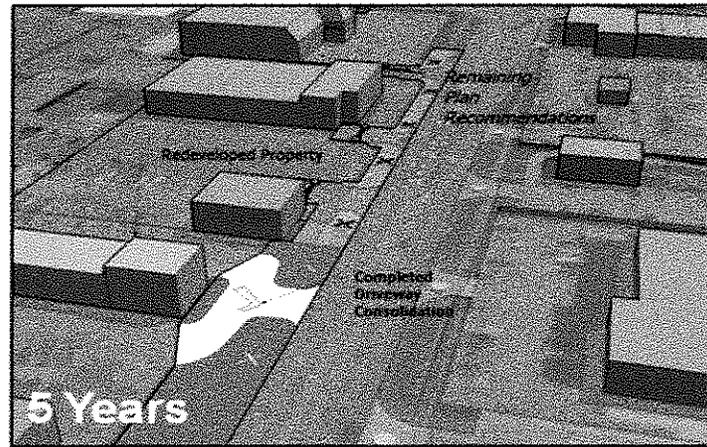
Benefits also need to be explained to property owners, so they can understand the important public purpose behind the regulations, and that they are assured reasonable access. This collaborative approach has been successful in many other northern Michigan communities.

B. Implementation of the Plan Standards and Recommendations

One technique to help implement the Plan is to amend the local zoning ordinance to acknowledge the special standards and review procedures for the corridor. Amendments to the communities' zoning ordinance access management articles were prepared and revised to meet the needs of the communities and support MDOT's roadway goals.

As noted at the beginning of this document, access management is a set of proven techniques that can help reduce traffic congestion, preserve the flow of traffic, improve traffic safety, minimize crash frequencies, preserve existing roadway capacity and preserve investment in roads by managing the location, design and type of access to property. More than one technique is usually required to effectively address existing or anticipated traffic problems.

Incremental Implementation



The adopted zoning ordinance amendment is included in Chapter 5. As many of the existing sites along the corridor will not be able to meet the access management standards, the ordinances provide the authority to modify the standards on a case-by-case basis, with the guidance of the plan recommendations where applicable. Section B of the ordinance, “Access Management Hierarchy,” offers guidance on how to prioritize access management improvements along the M-75 corridor, where much of the surrounding land is already developed. The ordinance provides the City and Township Planning Commissions with the authority to modify the standards and plan recommendations during site plan review, based on input from MDOT staff prior to the communities’ approval of the site plan.

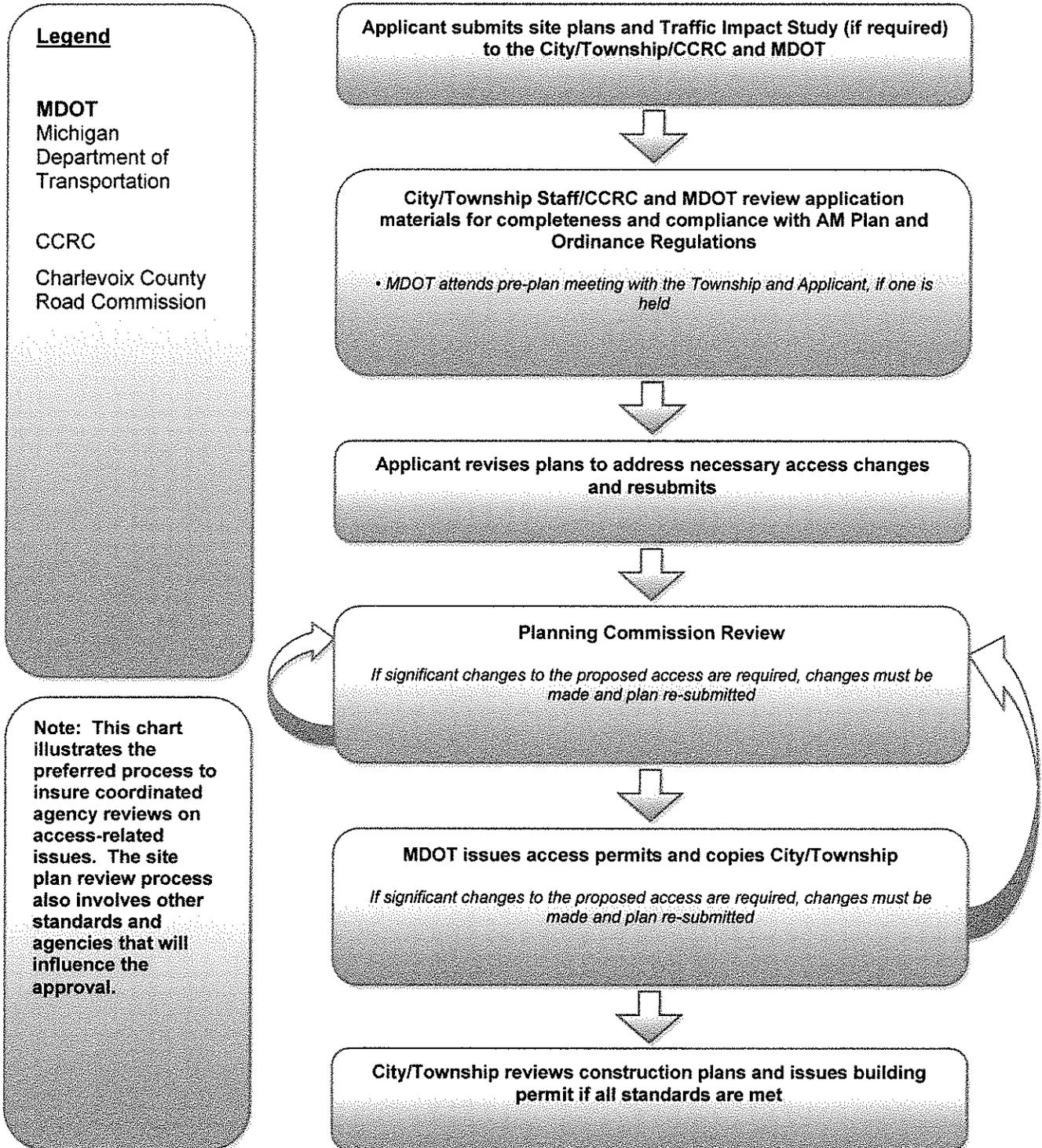
A coordinated and comprehensive access management approach is essential if future development and redevelopment in the plan area is to be accommodated and traffic safety and flow in the area is to be improved. Development decisions along the plan corridor are under the purview of several agencies.

The City and Townships have jurisdiction over land use planning, zoning, site plan and subdivision review outside of the M-75 corridor right-of-way. The Charlevoix County Road Commission has jurisdiction over all the public roads, except MDOT has control over improvements within the M-75 right-of-way. The existence of multiple governing agencies makes a formal, mutually agreed upon approval process an essential element to the future success and implementation of this plan. The following section establishes a formal access review procedure.

C. Access Review and Approval Procedure

The flow chart illustrated below outlines the process to be followed in reviewing any development proposal or any project or situation that triggers access review along the plan corridor. It provides for a coordinated review by the City, Townships, and MDOT. The intent of the process is to ensure that the City’s and Townships’ review of the access design and the Charlevoix County Road Commission and/or MDOT’s access permit processes are coordinated to implement the recommendations of this plan. The process provides feedback loops between the planning commissions and MDOT as modifications are made to access and circulation.

Access Review/Approval Procedure Flow Chart



D. Implementation Opportunities

To continue the implementation of the M-75 Access Management Plan, a Steering Committee should continue to meet on a regular basis; this plan recommends a quarterly or bi-annual meeting. These meetings will provide a forum to discuss and coordinate major development proposals, traffic impact studies, right-of-way preservation and roadway cross-section designs, rezoning proposals, ordinance text amendments, master plan updates, roadway improvements or reconstruction, non-motorized transportation, streetscape enhancement, and other issues along the corridor.

There are several situations that may arise that each offer opportunities to implement recommendations of this plan, including:

- Road reconstruction (including resurfacing);
- Any intersection improvements or widening;
- New development;
- Redevelopment of a site with a new site plan;
- Changes in use to one that may increase the amount of traffic or trucks to the site, in which case MDOT can review the access permit and may require changes.
- Streetscape enhancement projects.
- Any project that requires a site plan review.

It should be noted that the recommendations outlined in this plan can be used on other roadways or corridors with existing or expected future access management issues. The underlying benefits obtained by maintaining good control of the number and location of commercial access points can be realized on all major roads.

Typical Driveway Closure Costs

Closure Type	Estimated Cost*
Close/Remove Existing Commercial Driveway	\$5,750 - \$11,500
Close/Remove Two Driveways and Construct a Shared Driveway	\$17,250 - \$28,750

**Costs typically borne by site owner if/when site redevelops/improves, unless planned MDOT roadway improvement project provides funds and/or local incentives are provided. Costs based on 2017 dollars.*

Funding Possibilities

Projects that are a partnership between MDOT and two or more cities tend to be prioritized for grants. Planning and Environmental Linkages (PEL) is a process used by MDOT to evaluate transportation conditions along a corridor or in a particular district. Typically MDOT PEL projects are larger scale (recently used on the Division Street project in Traverse City). A PEL might be eligible if the study area were extended further into Boyne City. While PEL is a program to fund study and design, Transportation Alternatives Program (TAP) is an MDOT program to provide funding for design and construction of right-of-way projects to improve safety with an emphasis to improve pedestrian and bicycle conditions.

In order to facilitate streetscape improvements and revitalization, the three communities could pursue a Corridor Improvement Authority (CIA) as a financing tool. A CIA, through a Tax Increment Financing Authority (TIFA), would capture state, county, and local tax increases resulting from the redevelopment of sites within the district. A CIA helps fund qualifying public infrastructure improvements, marketing initiatives, and economic growth projects.

CITY OF BOYNE CITY

To: Chair Chris Frasz, and fellow Planning Commissioners
From: Scott McPherson, Planning Director
Date: September 17, 2018
Subject: 500 N Lake



Background Information

The property located at 500 N Lake, location of the Lake Street Plaza, is owned by Lake Street Partners. The property is in the General Commercial zoning district and is approximately 1.3 Acres. A 30'x 47' addition to the existing plaza structure is being proposed. The approximate area and location of the proposed addition is show below in red.



Discussion

The proposed addition will extend the existing building 30 feet on the north end into an existing paved area and will match the size, character and color of the existing structure. Existing storm water drainage will remain the same as no additional impervious area will be added to the site. The proposed expansion will be for the veterinary clinic and is anticipated to add 1 additional

employee. While the proposed addition will eliminate 1 parking space and increase the required parking for the complex by 4 spaces, the existing parking of 42 spaces on the site is in excess of the ordinance requirements. Elevations and site plan of the proposed addition have been submitted for review.

PROCESS

The application requires sketch plan review as per article 19 Development Plan Requirements, and a checklist of the requirements has been attached for your review and consideration.

RECOMMENDATION

The Planning Commission should then review the applicable development plan requirements and make a determination based on the relevant facts if the standard is met, not met or met with conditions. If approved with conditions the conditions must be listed, if denied the reasons for denial must be stated.

**DEVELOPMENT SITE PLAN REVIEW STANDARDS
FINDINGS OF FACT
500 N Lake**

Section 19.40 Development Plan Approval Criteria.
In order that buildings, open space and landscaping will be in harmony with other structures and improvements in the area, and to ensure that no undesirable health, safety, noise and traffic conditions will result from the development, the Planning Commission shall determine whether or not the development plan meets the following criteria, unless the Planning Commission determines that one or more of such criteria are inapplicable:

ORDINANCE REQUIREMENT	STATUS	FINDINGS
<p><u>A. General.</u> All elements of the development plan shall be designed to take into account the site's topography, the size and type of plot, the character of adjoining property, and the traffic operations of adjacent streets. The site shall be developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this Ordinance. The development plan shall conform with all requirements of this Ordinance, including those of the applicable zoning district(s).</p>	<p>The subject parcel is located at 500 N Lake and is the current location of Lake Street Plaza The parcel is zoned GCD and is approximately 1.3 Acres. Site is flat and clear with no significant vegetation or topography. The proposed 30' x 47' will be constructed in an existing paved area. The proposed addition conforms to all dimensional and use requirements of the zoning district.</p>	
<p><u>B. Building Design.</u> The building design shall relate to the surrounding environment in regard to texture, scale, mass, proportion, and color. High standards of construction and quality materials will be incorporated into the new development. In addition to following design guidelines adopted in specific district or sub-area plans, the building design shall meet the architectural and building material requirements of this Ordinance.</p>	<p>The proposed building addition match the architecture, size and character of the existing structure.</p>	
<p><u>C. Preservation of Significant Natural Features.</u> Judicious effort shall be used to preserve the integrity of the land, existing topography, and natural, historical, and architectural features as defined in this Ordinance, in particular wetlands designated /regulated by the Michigan Department of Environmental Quality, and, to a lesser extent, wetlands which are not regulated by the Department.</p>	<p>The proposal does not impact any significant natural features</p>	
<p><u>D. Streets.</u> All streets shall be developed in accordance with the City of Boyne City Subdivision Control Ordinance and City Municipal Standards, unless developed as a private road in accordance with the requirements of the City.</p>	<p>Not Applicable</p>	

**DEVELOPMENT SITE PLAN REVIEW STANDARDS
FINDINGS OF FACT
500 N Lake**

<p><u>E. Access, Driveways and Circulation.</u> Safe, convenient, uncongested, and well defined vehicular and pedestrian circulation within and to the site shall be provided. Drives, streets, parking and other elements shall be designed to discourage through traffic, while promoting safe and efficient traffic operations within the site and at its access points. All driveways shall meet the design and construction standards of the City. Access to the site shall be designed to minimize conflicts with traffic on adjacent streets, particularly left turns into and from the site. For uses having frontage and/or access on a major traffic route, as defined in the City of Boyne City Comprehensive Plan, the number, design, and location of access driveways and other provisions for vehicular circulation shall comply with the access management provisions of this Ordinance.</p>	<p style="text-align: center;">Existing driveway and circulation will be used.</p>	
<p><u>F. Emergency Vehicle Access.</u> All buildings or groups of buildings shall be arranged so as to permit necessary emergency vehicle access as required by the Fire Department, Ambulance Department and Police Department.</p>	<p style="text-align: center;">Emergency vehicle access is provided.</p>	
<p><u>G. Sidewalks, Pedestrian and Bicycle Circulation.</u> The arrangement of public or common ways for vehicular and pedestrian circulation shall be connected to existing or planned streets and sidewalks/pedestrian or bicycle pathways in the area. There shall be provided a pedestrian circulation system which is separated from the vehicular circulation system. In order to ensure public safety, special pedestrian measures, such as crosswalks, crossing signals and other such facilities may be required in the vicinity of primary and secondary schools, playgrounds, local shopping areas, fast food/service restaurants and other uses which generate a considerable amount of pedestrian or bicycle traffic.</p>	<p style="text-align: center;">No Applicable</p>	
<p><u>H. Barrier-Free Access.</u> The site has been designed to provide barrier-free parking and pedestrian circulation.</p>	<p style="text-align: center;">Not Applicable</p>	

**DEVELOPMENT SITE PLAN REVIEW STANDARDS
FINDINGS OF FACT
500 N Lake**

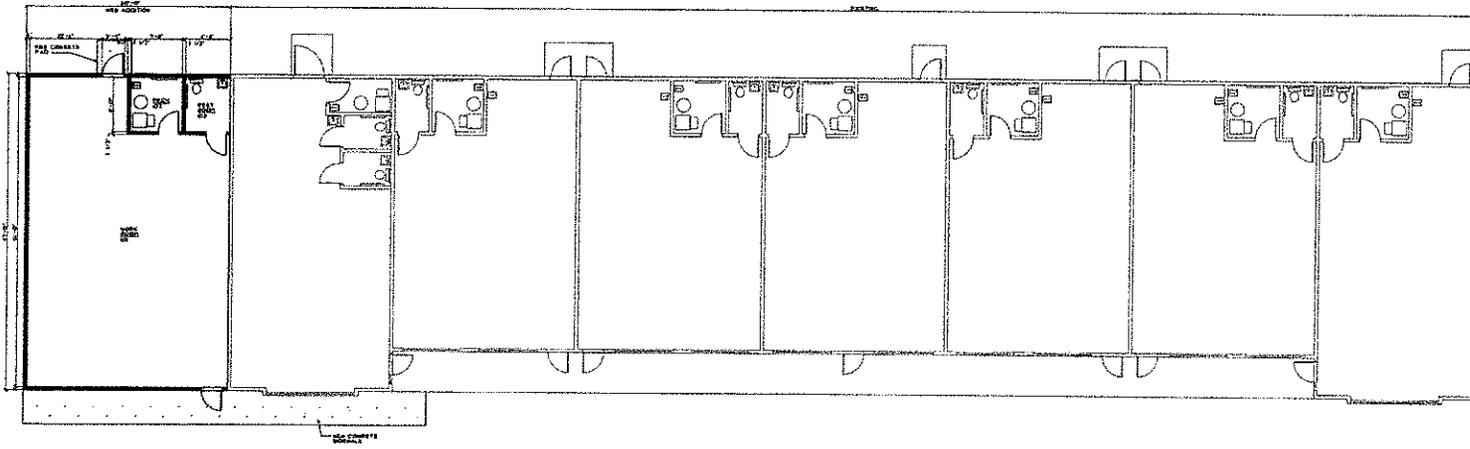
<p><u>L. Parking.</u> The number and dimensions of off-street parking [spaces] shall be sufficient to meet the minimum required by this Ordinance. However, where warranted by overlapping or shared parking arrangements, the Planning Commission may reduce the required number of parking spaces, as provided in this Ordinance.</p>	<p>The proposed use will potentially add 1 employee. It is not anticipated the proposed use will generate significant additional parking demands for the plaza.</p>	
<p><u>J. Loading.</u> All loading and unloading areas and outside storage areas, including refuse storage stations, shall be screened in accordance with this Ordinance.</p>	<p>Not applicable</p>	
<p><u>K. Landscaping, Screening, and Open Space.</u> The landscape shall be preserved in its natural state, insofar as practical, by removing only those areas of vegetation or making those alterations to the topography which are reasonably necessary to develop the site in accordance with the requirements of this Ordinance. Landscaping shall be preserved and/or provided to ensure that proposed uses will be adequately buffered from one another and from surrounding public and private property. Landscaping, landscape buffers, greenbelts, fencing, walls and other protective barriers shall be provided and designed in accordance with the landscaping provisions of this Ordinance. Recreation and open space areas shall be provided in all multiple-family residential and educational developments.</p>	<p>No additional screening is proposed</p>	
<p><u>L. Soil Erosion Control.</u> The site shall have adequate lateral support so as to ensure that there will be no erosion of soil or other material. The final determination as to adequacy of, or need for, lateral support shall be made by the Planning Director or City Engineer, and have a valid Charlevoix County Soil Erosion permit.</p>	<p>Not applicable</p>	

**DEVELOPMENT SITE PLAN REVIEW STANDARDS
FINDINGS OF FACT
500 N Lake**

<p><u>M. Stormwater Management.</u> Appropriate measures shall be taken to ensure that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system. Provisions shall be made to accommodate stormwater which complements the natural drainage patterns and wetlands, prevent erosion and the formation of dust. Sharing of stormwater facilities with adjacent properties shall be encouraged. The use of detention/retention ponds may be required. Surface water on all paved areas shall be collected at intervals so that it will not obstruct the flow of vehicular or pedestrian traffic or create standing water. All such measures shall comply with the Charlevoix County Stormwater Ordinance.</p>	<p>No additional impervious surfaces will be added to the site, existing stormwater drainage to be maintained.</p>	
<p><u>O. Lighting.</u> Exterior lighting shall be arranged so that it is directed preferably downward onto the subject site and deflected away from adjacent properties. Lighting shall not impede the vision of traffic along adjacent streets. Flashing or intermittent lights shall not be permitted.</p>	<p>Additional lighting not shown on provided plan.</p>	
<p><u>P. Noise.</u> The site has been designed, buildings so arranged, and activities/equipment programmed to minimize the emission of noise, particularly for sites adjacent to residential districts.</p>	<p>Use similar to existing and not anticipated to increase noise emissions.</p>	
<p><u>Q. Mechanical Equipment.</u> Mechanical equipment, both roof and ground mounted, shall be screened in accordance with the requirements of this Ordinance.</p>	<p>No exterior mechanical equipment proposed</p>	
<p><u>R. Signs.</u> The standards of the City of Boyne City's Sign Ordinance are met.</p>	<p>No additional signage proposed.</p>	

**DEVELOPMENT SITE PLAN REVIEW STANDARDS
FINDINGS OF FACT
500 N Lake**

<p><u>S Hazardous Materials or Waste.</u> For businesses utilizing, storing or handling hazardous material such as automobile service and automobile repair stations, dry cleaning plants, metal plating industries, and other industrial uses, documentation of compliance with state and federal requirements shall be provided.</p>	<p style="text-align: center;">No hazardous materials or waste</p>	
<p><u>T. Other Agency Reviews.</u> The applicant has provided documentation of compliance with other appropriate agency review standards, including, but not limited to, the Michigan Department of Natural Resources, Michigan Department of Environmental Quality, Michigan Department of Transportation, Charlevoix County Drain Commissioner, Northwest Michigan Community Health Agency, Charlevoix County Building Department, and other federal and state agencies, as applicable.</p>	<p style="text-align: center;">Other agency reviews as required</p>	
<p><u>U. Approval Process.</u> The development plan shall be reviewed by the Planning Commission. If disapproval is recommended, the Planning Commission shall cite reasons for such disapproval. If the Planning Commission finds a development plan not in conformity with this section, it may, at its discretion, return the development plan to the applicant with a written statement of the modifications necessary to obtain approval. Upon resubmission of the modified development plan, the Planning Commission shall review the plan. The Commission may approve, disapprove or approve subject to compliance with such modifications and conditions as may be deemed necessary to carry out the purpose of this Ordinance and other ordinances and resolutions of the City. If disapproved, the Planning Commission shall cite reasons for such disapproval.</p>		

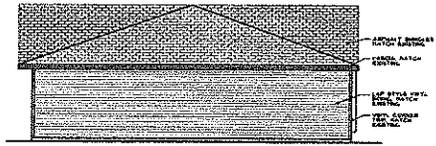


FLOOR PLAN-ALTERATIONS

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

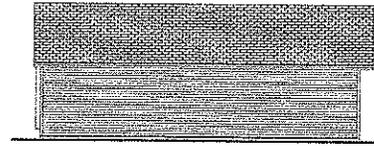
EXISTING BUILDING = 461 SQ. FT.
 PROPOSED ADDITION = 140 SQ. FT.

 SEIDELL ARCHITECTS <small>ARCHITECTS</small> 100 WEST 10TH ST. SUITE 201 MILWAUKEE, WISCONSIN 53233 PHONE (414) 734-5272 FAX (414) 734-8441	PROJECT LAKE STREET PLAZA REMODELED BUILDING STREET ADDRESS	SHEET NO. 18-302	DATE 5/1/78	DRAWN BY T.L.K.	CHECKED BY T.L.K.	DATE 6/15/78	REVISIONS NONE	DATE 5/1/78	DRAWN T.L.K.	CHECKED T.L.K.	DATE 5/1/78
	PROJECT LAKE STREET PLAZA REMODELED BUILDING STREET ADDRESS	SHEET NO. 18-302	DATE 5/1/78	DRAWN BY T.L.K.	CHECKED BY T.L.K.	DATE 6/15/78	REVISIONS NONE	DATE 5/1/78	DRAWN T.L.K.	CHECKED T.L.K.	DATE 5/1/78



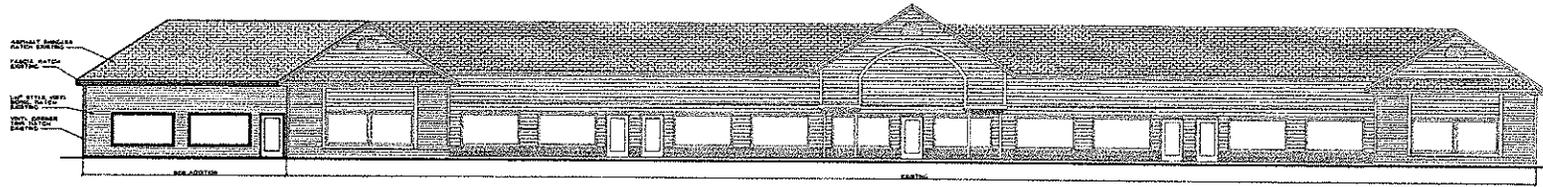
WEST ELEVATION

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



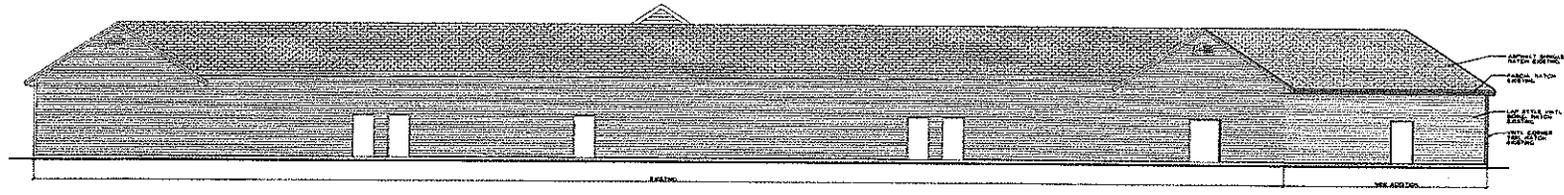
EAST ELEVATION

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



SOUTH ELEVATION

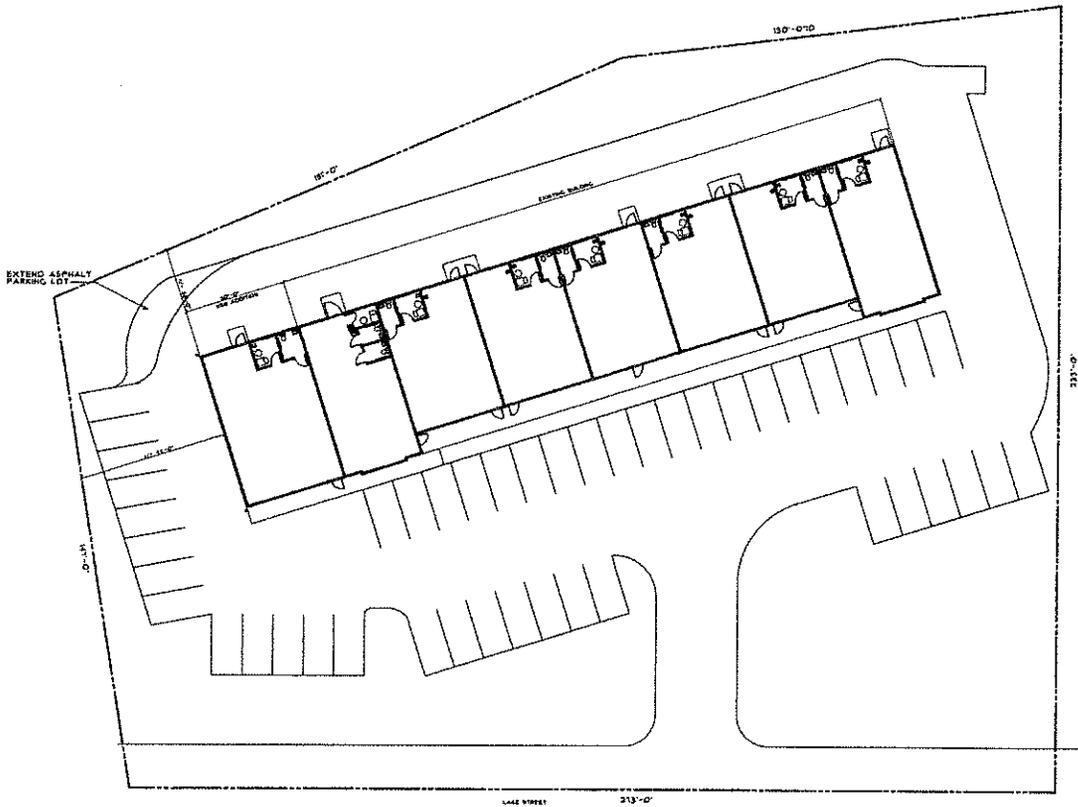
SCALE: 1/4" = 1'-0"



NORTH ELEVATION

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

PROJECT		DATE	
LAKE STREET PLAZA		1/1/98	
REMODELED BUILDING		OWNER NAME	
STREET ADDRESS		DATE	
PROJECT NO.		DRAWN BY	
10-302		CHECKED BY	
A2		DATE	
SEIDELLS ARCHITECTS		ARCHITECT	
1115 SOUTH LAKE STREET		PHONE (800) 331-2822	
CHICAGO, ILLINOIS 60606		FAX (800) 331-2822	
BOYNE CITY, MICHIGAN		PROJECT NO.	



OVERALL FLOOR PLAN
SCALE: 1/4" = 1'-0"

 SEIDELLS ARCHITECTS <small>INTERNATIONAL</small> 1000 N. W. 10th St. Fort Lauderdale, FL 33304 Phone: (305) 551-2000 Fax: (305) 551-2001	DRAWN BY: PAVL CHECKED BY: T.L.E. DATE: 8/30/98	DATE: 8/18 OWNER REVIEW: 8/18
	PROJECT: LAKE STREET PLAZA REMODELED BUILDING STREET ADDRESS: BOYNE CITY, INDIANAPOLIS	SHEET NO: 18-302 OF: 1

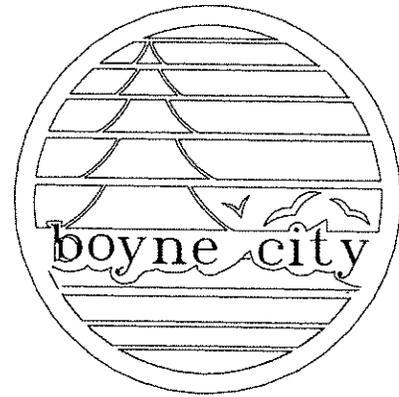
CITY OF BOYNE CITY

To: Chair Chris Frasz, and fellow Planning Commissioners

From: Scott McPherson, Planning Director

Date: September 17, 2018

Subject: Community Goals



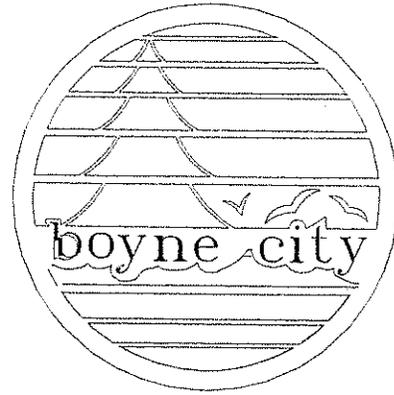
At the September 11, 2018 regular meeting of the City Commission, the Commission adopted the 2018-2020 goals for the City. These goals are a product of the goal setting process that the City began earlier this year. With the formal adoption of the goals the next step is to develop action steps for each of the goals. The City Commission has requested the goals be distributed to each of the boards and commission for them to begin thinking about and developing action step of the goals. The City Commission has scheduled a work session on October 2 for the Commission to develop its action steps. A joint boards and commissions meeting has been scheduled for October 16th to bring together all the ideas and actions developed by the various boards and commissions. Once specific actions are identified for each goal, City staff, boards and commissions can begin implementation.

Boyne City
Goal Setting Process
2018-2020 Goals Adoption
September 11, 2018

- **Be excellent stewards of taxpayer funds.** Develop tools and processes to allocate city funds very efficiently and better forecast future City financial needs and challenges.
- **Engage our Community.** Get more residents involved in Boyne City government more often. Make it easy for residents to learn about city policies, operations and actions.
- **Increase Housing availability.** Work with all segments of the community to develop and implement a common vision leading to a sustainable mix of housing options in and around Boyne City that maintains our community character. Align our city regulations and plans to support this vision.
- **Protect Lake Charlevoix and the Boyne River.** Protect and enhance lake and river water quality, especially impacts of storm water runoff.
- **Keep Boyne City's economy strong and resilient.** Foster a strong local year-round economy that builds upon existing businesses and welcomes new compatible ones. Focus efforts and resources to create family sustaining jobs. Enhance city plans and policies to further support business development.
- **Enhance recreational opportunities in Boyne City's parks and public spaces.** Complete current and planned recreation projects and develop a vision for future recreation programs.

CITY OF BOYNE CITY

To: Chair Chris Frasz and fellow Planning Commissioners
From: Scott McPherson, Planning Director
Date: September 17, 2018
Subject: Planning Commission Reappointments



Background Information

On May 31, 2018 the terms for Planning Commissioners George Ellwanger and Chris Frasz expired.

Process

The procedures for the appointments to the planning commission are regulated by Ordinance A - 21. The ordinance stipulates that planning commissioners are appointed by the Mayor subject to the majority vote of the City Commission. In accordance with past practice the Planning Commission makes recommendations on planning commission appointments prior to submission to the City Commission

Recommendation

Recommend reappointment of George Ellwanger and Chris Frasz to the planning commission for a 3 year term expiring May 31, 2021.