

City of Frankfort Planning Commission  
Draft Minutes  
January 13, 2015 Regular Meeting  
Haugen Room, City Hall, Frankfort , Mi.

Call to Order: 7pm  
Roll Call: Barresi, Bissell, Fairchild, Kirkpatrick, Penne, Stahl, Storrer  
Recognition of Visitors: None

Motion to approve minutes of regular meeting of November 12, 2014 and remove from the agenda December 9 and December 1, 2014 minutes moved Barresi, seconded Fairchild, 6 ayes, 1 abstain (Barresi), motion passed.

Motion to approve Agenda with 2 additions to New Business items moved Fairchild, second Stahl, all ayes, motion passed.

**Public Comments & Correspondence Concerning Items not on Agenda**

1. Request to Appear: none
2. Correspondence: none
3. Public comments: none

**Reports to the Commission:**

1. **Report from the Chair: Cory Bissell:** The DDA is tentatively meeting next Thursday.
2. **Reports from Planning Commission Committees:**
  - a. **Public Facilities** – Sam Barresi: We now have an adopted Recreation Plan and can resume the work of identifying locations of various projects.
  - b. **Master Plan Review/Update 2015** – Pat Storrer: At the November meeting the committee set a tentative date for a Community Vision Session (tonight). There was not sufficient communication to get it established and a new date will need to be set. Mills will talk with Chip Smith about coordinating with the DDA workshop tentatively on February 10.
  - c. **Complete Streets Committee** – Melina Penne: No report. Barresi asked for confirmation that everything is being complied with.
3. **Report from Zoning Board of Appeals:** Kim Fairchild and Josh Mills - none
4. **Report from Lakes to Land organization** – Mills reported that a Citizen Planner Program is being planned for February – March for 6 weeks. Mills is on the L2L non-profit board to generate funds and implement projects.
5. **City Superintendent Report:**
  - a. **DDA-TIF:** looking at ideas of compatible business ventures with e-commerce possibilities such as men's clothing, general store, small office space, etc. What would you like to have in town vs. going to Traverse City?
  - b. **Capital Improvement Plan** – continuing to work on detailed list
  - c. **Re-development-Ready Communities (MEDC Initiative)-** Mills is preparing a list of properties that are going to be available or need to be demolished or redeveloped.
  - d. **Parks and Recreation Master Plan** was adopted. Storrer asked about the skate park idea, stating that at the Parks and Rec vision session it got the lowest priority. Mills responded that there

is a donor and a committee established to look at it. **Storrer** read that the skateboard park will have to be approved by the Planning Commission. **Mills** added "and the Recreation board and the City Council." It is being targeted for the basketball court area in Market Square Park. **Update on current status of the Recreation Center:** the plans are complete and Mills will bring them in closer to the spring. It will have a commercial kitchen, interior and exterior restaurants, 200 person capacity, meeting rooms, weddings, winter farmer's market, etc. Needs funding. Elberta contracts with someone to manage theirs. The management and cleaning is wrapped into the fee. **Stahl**, referring back to skateboard park, 'why was that spot [Market Square Park] picked rather than a less residential area?' **Mills** replied that it was adjacent to other amenities, lighting, visibility, centrally located. It can't be at the beach, park, Tank Hill. **Stahl-** Why not closer to the Lion's Club? **Penne-** The idea is to be able to walk to it. **Mills-** it's adjacent to other activities. The lower priority projects are going to probably occur first because there are donors and advocates behind them. **Kirkpatrick** – Is there an effort to solicit more private donors? **Mills-** The kids are doing it. **Barresi** prefers a park vs. skateboarding on Main Street.

**Unfinished Business** (Motion(s) previously made, tabled, or deferred, brought back for current consideration):

1. **2015 Master Plan Review: Community Work Session**, tentatively set for 1/13/2015 Regular Planning Commission Meeting, at 11/12/2014 PC Meeting. See Reports 2b.

**New Business** (New action items from members, in the form of a motion, in writing, please) :

1. **Discussion of review and revision of zoning ordinance** – **Barresi** suggested a review be conducted to clean up areas that need revisions. **Storrer-** some of the thought processes we went through when we were creating our letter to the attorney – those items might be a good place to start. **Barresi:** We need better definitions. Let's be proactive so we have a clear sense of direction. **Stahl-** Shouldn't Wade Trim review it and catch these things? **Mills-** Table 12 is messed up but it isn't a part of the ordinance. We have 3 different definitions for the same thing. **Storrer** – Should this be done before, during or after the Master Plan update? **Mills-** At the same time. You need to figure out how you want to deal with definitions of outbuildings, garage, accessory, ancillary buildings and associated setbacks. I think we can clean up the Waterfront District pretty quickly. **Stahl** questioned the importance of changes to the Zoning Ordinance being consistent with Master Plan. Discussion on whether the Master Plan dictates the zoning ordinance or vice versa. **Bissell** assigned Zoning Ordinance revisions to the Master Plan committee. **Storrer** suggested starting with 1) definitions 2) setbacks. **Stahl** added 3) parking, especially marinas. They can address it with Chip Smith. **Barresi:** It wouldn't be bad to get some people who work on zoning to make recommendations. **Stahl** and **Fairchild** volunteered to be on it. **Stahl** suggested adding 'carport' to the list of definitions. Discussion over meeting as a committee or as a whole, quorums at required notification. **Mills** suggested meeting as a whole to accommodate a quorum.
2. **Motion to acknowledge that Mills will review for extenuating circumstances; that information received the day before a meeting; and that information received the day of a meeting will not be moved Kirkpatrick, seconded Fairchild. Motion and second withdrawn.** Discussion: **Stahl** would like to receive the Friday before so they have the weekend to review. **Barresi:** define extenuating circumstance. **Fairchild-** If the acceptance of a proposal with a large financial backing is dependent on an immediate answer. **Penne-** The Friday before is reasonable and usual. If we are not personally prepared we should not personally vote on it. **Barresi** asked what happens if the PC was not given something that was due to be moved on by a deadline and they don't move on it? **Stahl-** I think Susan is talking about something already in progress. **Barresi-** we had something in progress and a meeting set up on Dec. 1. Many questions were not addressed. At least we had a phone teleconference. You had to vote based on a

Dec. 9<sup>th</sup> deadline. If you do nothing does the application pass or is it denied? **Stahl**- probably it should have been denied. **Mills** – you can't deny a project that meets the ordinance. **Barresi**-Susan's motion is that we don't take action on it. **Mills**- I don't think it is a detriment if we table. **Bissell**- It says in the ordinance that the project gets approved. **Penne**- can you put a moratorium on it? **Mills**- you cant put a moratorium on a zoning ordinance. **Barresi**- do we pass it blindly, do nothing? Does it automatically pass? **Fairchild**- susan, did you say the day before the meeting or the day of? **Kirkpatrick**- If it's the day before we still have time, but not the day of. **Storrer**- for working people if this arrives during the day, it's not enough time. This should apply to any action by the Planning Commission. **Mills**- we need to come up with clarification about due dates with the developer. **Penne** read a procedure from the site review procedure. **Storrer** – you could make a condition that it is subject to an administrative approval. **Storrer**- if any one of our members goes to this Citizen Planner class, they would be able to tell you the answer. **Fairchild**- I think the intent is in the case of the PC not taking ANY action within 60 days. **Mills**- We need a quicker acting attorney. **Storrer**: We could schedule a Special Meeting. Motion and second withdrawn.

3. **Motion to recommend to City Council to distribute a RFP for zoning attorney services moved Fitzpatrick, seconded Storrer, all ayes, motion passed. Discussion: Stahl suggested getting recommendations from other communities.**

#### **Public Input – Agenda Items Only**

**Sharron May, Crystal Lake Township** – I have a few thoughts that the Planning Commission might want to consider: education requirements in their bylaws. It is smart to look proactively at what businesses are needed - that would be a great visioning session question. According to our Planning Consultant, the Zoning Ordinance is the teeth, the implementation piece of (and driven by) the Master Plan. Inconsistency w/ the Master Plan is a good way to lose a lawsuit on the grounds of being arbitrary and capricious.

**Any Other Business/Ongoing Business: Comments, Assignments, Discussion Outside of New Business Motions and Outside of Unfinished Business Motions: None**

**Motion to adjourn moved Barresi, seconded Fairchild all ayes. Motion passed.**

**Meeting adjourned at 9:20 pm.**

**Next Meeting(s):** Regular Meeting: Tuesday, Febuary 10, 2015, the Haugen Room, City Hall, 7pm.

Commissioner Hand-outs: (1) Draft Minutes: 11/12/2014 Regular Meeting (2) Draft Minutes: 12/1/2014 Special Meeting (3) Draft Minutes: 12/9/2014 Regular Meeting