

FRANKFORT PLANNING COMMISSION – REGULAR MEETING
Meeting Minutes
October 14, 2008

Call to Order: 7:02 p.m.

Roll Call – Present: Clingman, Condon, Duncan, Hommel, Johnson, Larsen, McLaughlin, Ogilvie, Storrer, and Superintendent Mills

Ogilvie: Declared a quorum present.

Approval of Minutes – September 9, 2008 and September 24, 2008

Moved Johnson, seconded McLaughlin, to approve 9/9/08 minutes, as corrected. Ayes: All. Nays: None. Motion approved.

Moved McLaughlin, seconded Condon, to approve 9/24/08 minutes. Ayes: All. Nays: None. Motion approved.

Approval of Agenda

Moved McLaughlin, seconded Johnson, to approve agenda. Ayes: All. Nays: None. Motion approved.

Public Input – General Issues

None

Sub-Committee Reports – Items affecting Master Plan, Land Use Plan, and Zoning Ordinances.

A) Ordinances Drafting Subcommittee: No report.

B) Community Fact Book Subcommittee:

Hommel advised, nothing to report

C) Budget Subcommittee: No report.

D) Grant Writing and Fundraising Subcommittee

McLaughlin advised, no report, looks forward to something to report.

E) Public Forum Report Subcommittee

Storrer reported progress since last meeting: Additional terms have been added to the glossary and sources have been identified. Next steps are: to count the number of mentions (for and against) for each issue; to create a cross-reference of issues; to re-order and expand the index; to include number of mentions for each issue in index; and to add appendix items as needed.

Chair Report

Grand Vision Scorecard Explanation. Ogilvie distributed materials for the Benzie County Grand Vision Land Use Survey “Kick-Off” Meeting (taking place tonight, 10/14/08) and encouraged Commissioners and public to participate in survey. Organizers seek minimum 15,000 survey returns in 6-county area. Since population may double in 50 years, organizers seek public input on how they see the growth happening, in terms of transportation, land use, density. To date, Benzie County has greatest per-capita participation. Participation is important to Frankfort because fund allocation up to \$2million likely to be made available. Envisioning the future for Frankfort is challenging because Frankfort is rural and has density versus transportation issues.

Consolidated Timeline for Master Plan Process. Ogilvie distributed proposed Master Plan timeline document as basis for discussion. The following dates, which had been left on the discussion document, were agreed. #2: Request for Proposal/Qualifications to be mailed no later than 11/1/08; #4 Request City Council approval of expenditure at City Council meeting on 10/21/08; December 2008 Planning Commission meeting to review progress on selecting Planning Consultant.

Discussion of Proposed Timeline Priority #2 Community Inventory of Assets, Businesses, Occupations, Talents, and Human Resources.

McLaughlin asked whether we have contacted Frankfort-Elberta Area Chamber of Commerce (FEACC), for help on inventory of businesses.

Ogilvie replied, no, not until we get Planning Commission approval. This may involve funding issues.

Condon: It is likely that FEACC have already done this, at least partly?

Ogilvie: Yes, it is likely that FEACC might have undertaken this as part of the Economic Development Function; however, until we know the extent of their resources it is difficult to predict. The other source of information and assistance may be local churches and service organizations (Kiwans, Rotary, Zonta) that could have valuable input.

Question ... (unknown source): What are we looking for when it comes to people skills?

Ogilvie: In terms of local talent, there are probably many residents with expertise in diverse fields. As examples (Commissioners) Ogilvie with M.A. in Finance, Condon with M.A. in Computers, Duncan “one heck of a preacher”.

Discussion of Proposed Timeline Priority #4 Physical Evidence Update

Ogilvie reported, this process has started with NWMCOG as previously suggested by McLaughlin, but he did not know the status of Superintendent Mills’ research with them.

Ogilvie: gathering and collating all this information would help the Planning Commission to use the selected Planning Consultant effectively.

McLaughlin questioned how this list was developed.

Ogilvie responded, first we select our Consultant and then we will take guidance from him/her on our next steps.

Duncan suggested, Condon agreed, we walk our entire community, talking with friends and neighbors and taking notes.

Ogilvie asked for other suggestions.

Discussion and Action Item on Proposed Timeline Priority #1 Hire Consultant

McLaughlin: we should get our Planning Consultant as soon as possible.

McLaughlin moved, Storrer seconded, that Item 3.a Priority #1 of the 10/8/08 "Proposed Timeline for City of Frankfort Planning Commission" be adopted after agreeing dates. *(For clarification: Item 3.a.Priority #1 reads: "Priority #1 (as set by PC on September 24, 2008) Hire consultant to review current Master Plan of 1998, consider it from point of view of Public Information collected January-July 2008 (Work/Study Report), and report to Planning Commission and City Council as soon as practicable (target date, end December 2008).)* Ayes: All. Nays: None. Motion approved.

Ogilvie: Asking for clarification of the goal: should we distribute the RFP/RFQ by 11/1/08, does this motion allow for some spacing for receipt of responses and selection, if this RFQ is not approved within the timeline, can we adjust the dates?

There was general agreement that this was the intent, without a supplemental motion.

McLaughlin suggested, RFP/RFQ should be publicized in the Benzie County Record-Patriot and in the Traverse City Record-Eagle (twice for each). It should also be posted on the following websites: City of Frankfort, Michigan Municipal League, and NWMCOG (Northwest Michigan Council of Governments).

Duncan questioned whether Superintendent Mills would be willing to invest himself in this process, because of the many other activities currently under his control?

Ogilvie responded that Superintendent Mills would fit it in.

McLaughlin: creation of the RFP/RFQ is the responsibility of the Planning Commission and "should not be dumped" on Superintendent Mills.

McLaughlin asked whether the RFP/RFQ needs consideration by the City Council.

Ogilvie responded he did not know.

On the topic of obtaining City Council approval of the expenditure to hire a consultant, Council Member Stransky said the two Planning Commission/City Council liaisons (Stransky and Glynn) can organize this through Council to ensure funding.

Council Member Stransky: there is \$10k put aside for Planning Commission purposes.

Discussion on the dates of Item 3.a Priority #1 produced agreement: one, that the RFP/RFQ targeted distribution date be 11/1/08; two, that the City Council be asked for approval for expenditure at its 10/21/08 meeting; three, that the Planning Commission should review progress at its December meeting; and, four, that the Planning Consultant be engaged in January 2009 (not 2008 as listed in the Proposed Timeline document).

Ogilvie stated that he understood that timing was flexible, within limits and would work hard to meet the November 1, 2008 publication date.

Report from Zoning Board of Appeals (ZBA)

Hommel, Planning Commission Liaison with the ZBA No report.

Old Business

Re-opened discussion of proposed budget to develop Master Plan (tabled on 9/9/08 and discussed in detail at special meeting on 9/24/08).

Johnson: we have been talking about the budget for 5 months. Talking of talents, he has managed \$4million budgets

Moved Johnson, seconded Duncan, to close discussion on budget to develop Master Plan. Ayes; 8. Nays: 1 (McLaughlin). Motion approved

Ogilvie: the \$161,863 budget is already tacitly approved by the City Council.

Moved Duncan, seconded Condon (on 9/9/08), to approve the \$161,863 budget to develop the Master Plan. Ayes: 8. Nays: 1 (McLaughlin). Motion approved.

Ogilvie: the amounts will be modified as and if circumstances dictate.

New Business

Request for Proposal (RFP/RFQ) for Planner Involvement in Master Plan Development (Budget Item I.B): **Ogilvie and McLaughlin** have looked online for samples. **Ogilvie suggested, Storrer** commended the Hastings sample as being complete and succinct.

Duncan suggested Superintendent Mills and Ogilvie be listed on the RFP/RFQ document as information sources.

Ogilvie responded we would use the City of Frankfort website to announce the RFP/RFQ and to provide back-up information.

Duncan moved, Johnson seconded, to adopt in general the legal notice format (instead of the Hastings sample). Ayes: All. Nays: None. Motion approved.

McLaughlin suggested, Ogilvie agreed, that the Executive Board work on RFP/RFQ wording.

Johnson asked if the City Attorney would review the RFP/RFQ?

Ogilvie confirmed that the RFP/RFQ would be subject to legal review, after the City Superintendent reviewed it, and thought that Legal Review necessary.

Master Plan Development Project Plan:

Storrer moved, McLaughlin seconded, to open discussion on 9/30/09 as target date for Master Plan to be ready for 90-day legal review.

McLaughlin: Believes Master Plan can be ready for legal review by 9/30/09, but Christy Fox of Coastal Zone Management said it would take at least 2 years after that to complete the ordinances.

Motion amended, to clarify that the 9/30/09 target date refers to the Master Plan readiness for legal review, and not to ordinance preparation. Ayes: All. Nays: None. Motion approved.

Discussion followed that it is premature to target a date for ordinance completion.

Public Input - Agenda items only

pim Dodge, 649 Crystal: Hopes that some of us will get involved in the Grand Vision process. It is important that the community participate and get involved.

Council Member Fred Stransky, 285 Lake Street, reported that Susanne Glynn, our City Council liaison, is attending tonight's Grand Vision meeting.

Stransky advised, for Master Plan budget to be considered at 10/21/08 City Council meeting, it would be needed at City Hall tomorrow 10/15/08 for the Mayor to get it on the Agenda.

Moved Johnson, seconded Condon, to adjourn meeting. Ayes: All. Nays: None. Motion approved.

Meeting adjourned at 8:17 p.m.

Next Meetings: 11/11//08 7.pm Regular Meeting
