

City of Frankfort Planning Commission  
Draft Minutes  
October 14, 2014 Regular Meeting  
City Hall

Call to Order: 7:04 p.m.

Roll Call : Barresi, Bissell, Fairchild, Kirkpatrick, Penne, Stahl, Storrer excused. **Quorum present.**

Recognition of Visitors: Alma House, Bruce Ogilvie, Mike and Sue Rae, Norma Elias, Mary Ellen and Ray Miller

Motion to approve Minutes of Regular Meeting, September 9, 2014 moved Fairchild seconded Barresi, all ayes, motion passed.

Motion to remove Item 4 moved Stahl, seconded Kirkpatrick, all ayes, motion passed. Discussion: need to obtain legal opinion on many of the items discussed. (This motion refers to New Business #4: Marina at Harbor Lights Condominium II)

Motion to add item under New Business to excuse Pat Storrer moved Barresi, seconded Stahl, all ayes, motion passed.

Motion to approve agenda as amended moved Stahl, seconded Fairchild, all ayes, motion passed.

Public Comments & Correspondence Concerning Items not on Agenda: see Public Procedure on back of Agenda

1. Request to Appear: none
2. Correspondence received from The Millers regarding the Harbor Lights project.
3. Public Comments: (all relating to Marina at Harbor Lights Condominium II and the meeting held 11/13/2014),

*Bruce Ogilvie, 230 Leelanau* –encouraged the PC to use the preliminary site review. One of the challenges is the Zoning Ordinance changes made and errors that weren't catch the disconformities on various points. He encourages the PC to obtain legal and professional consulting to continue the process.

*Mike Rae, Po box 766* – the meeting brought up some things that needed to be addressed and some things were not. The ordinance requires that the ordinance. Performance bond is also required. When there is a question about density, parking and overflow the ordinance. requires an environmental impact statement, historical issues, traffic and safety. That needs to be done.

**Steve Campbell, Harbor Lights** – It was a good meeting. Not an agenda item but we hoped to come here to get a site plan review date. The Zoning Ordinance has become less restrictive and we believe we meet every single requirement. I ask that the PC move expeditiously. There are timelines to meet.

**Sue Rae** - the site plan picture was an aerial view not the street side. It looked beautiful. We didn't see it as you drive down the street. As the garages are put there you will see them, not the bay. You won't have a view of the bay at all. That is one of the main things that people are objecting to. The views are being taken away from residents and visitors.

**Ogilvie** – we do have a requirement that city simulations should be employed as an opportunity to see a 3D representation of the buildings. We have used it a number of times. It's available on our website.

**Susan Kirkpatrick** – I'm not sure an apology is necessary. It's a very fine document.

**Melina Penne** – when can we schedule a site plan review? Discussion about what happens next: get legal clarification, definitions before scheduling Site Plan Review.

#### Reports to the Commission:

1. **Report from the Chair: Cory Bissell** - No report
2. **Reports from Planning Commission Committees:**
  - a. **Public Facilities** – Sam Barresi, still in the process of finalizing Recreation Master Plan. Once it is finalized, a strategic plan will be developed. Next meeting: 1:30pm on Monday, October 20, 2014.
  - b. **Master Plan and Zoning Ordinance Review** – No Report
  - c. **Complete Streets Committee**, Melina Penne – A meeting is being scheduled to get a parking audit done and compare definitions of parking for consistency
3. **Report from Zoning Board of Appeals:** Kim Fairchild and Josh Mills- Meeting tomorrow at 1:30. Reviewing signage at Glen's (changing to Family Fare) and a covered porch on James St. between 8<sup>th</sup> and 9<sup>th</sup> Street.
4. **Report from Lakes to Land (L2L) organization** – Bruce Ogilvie reported that L2L received a statewide award that was granted to them and a celebration will be held at the Stormcloud Brewery. Besides L2L, One of the initiatives is Model ordinances, including the Blight Ordinance. This is not the final ordinance but a template. There are a number of work products. The Smart Growth initiative will do an evaluation on Complete Streets and help with funding. Ogilvie is also representing the city on the Benzie Bus Advisory group and they are talking about regional bus service.
5. **City Superintendent Report:**
  - a. Project Status: Complete Streets and Safe Routes to School Access is complete and came under the budget but the engineer is requesting additional funds. The vast amount of water has posed drainage issues. A requirement is a final copy of the audit. Jeff Tousley may need to be advised.
  - b. DDA-TIF: received 3 proposals and the DDA decided to proceed with two firms: Grand Traverse Engineering and Wade Trim. They received a \$5000 grant.
  - c. Capital Improvement Plan – this will be part of the proposal and will look at long-term plan. We are updating our Master Plan, Recreation Plan, the Capital Improvement Plan and the TIF plan
  - d. Re-development-Ready Communities (MEDC Initiative) – we are on the cutting edge of becoming one of those communities. We are in once we adopt the capital improvement plan.

#### Unfinished Business

**2015 Master Plan Review**, Barresi reported on behalf of Pat Storrer that the committee has been waiting to see if Chip Smith would help. Mills will see if Smith can meet with the committee the same day he meets with the DDA. On 9/9/2014, the Review Committee recommended, and the Commission agreed, that professional help was needed. Wade Trim proposes \$4,600 to review/update. PC budget = \$2k, need Council approval \$2,600.

#### Education Budget for Planning Commission Members:

- a. There is a \$1,000 training budget in place
- b. MSU "City and Village Zoning" Guide provided to Commission members. Discussion about perhaps collaborating with L2L on trainings. Ogilvie recommended the Citizen Trainer program.

Stahl recommended the programs at Michigan State and Michigan Association of Planners Convention.

**New Business:**

1. **Parks & Recreation Draft Master Plan available on website.** Comment Period 9/17/-10/18/2014
2. **Benzie County Master Plan Revision Subcommittee:** asks Frankfort Planning Commission participation
3. **Zoning Ordinance formatting errors.** Pat has been looking and discovered some errors.

**Motion to excuse Pat Storrer moved Barresi, seconded Stahl, all ayes, motion passed.**

**Public Input – Agenda Items Only**

**Sharron May, 904 Adams Rd.** - Lakes to Land is looking for input on their Farm & food System Assessment. Beckett & Raeder asked L2L community members to accept the Innovative Planning award on Mackinac Island. An award is going to each community. There were two representatives appointed from each community, one citizen and one PC member. Jim Campbell was the previous appointee. The Regional Prosperity Plan is ready for review. Many of the strategies are centered around Planning and Zoning.

**Norma Elias-** Zoning Ordinance Section 8310: what is it?

**Mills –** the Waterfront District.

**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 8:03 p.m.**

**Next Meeting(s):** Regular Meeting: Tuesday, November 11, 2014, the Haugen Room, City Hall, 7pm.  
Commissioner Hand-outs: (1) Draft Minutes: 9/9/2014 Regular Meeting (with Master Plan Review Committee meeting notes 9/2/2014 and 9/9/2014 attached; (2) Materials: 23 2<sup>nd</sup> Street, Frankfort