

Planning Commission
City of Frankfort
Draft Minutes
October 8, 2013
Regular Meeting

Call to Order: 7pm
Roll Call : Barresi, Campbell, Fairchild, Ogilvie, Penne, Storrer (no vacancies)
Absent: Bissell
Recognition of Visitors: Sandy Jackson, Hugh & Pat Hessler, Dick Haan, pim Dodge, Colin Merry, Sharron May, Josh Mills (City Supervisor)
Quorum present

Request to Appear: Hugh Hessler, 234 Maple Street - Mr. Hessler lives next to the Maples. He attended the Site Plan Review and was happy with the original layout that included a 5 foot wall in front of his garage. The wall now stops short before his garage. He is concerned about privacy of his deck and bedroom adjacent to the parking lot. The architect deviated from the original plan and moved two parking spaces in front of his garage. Due to the costs associated with making the change, they (the contractors) are not going to put the wall in front of his garage. **Mills** explained that the walls got changed because of the drainage. With the addition of a curb and catch basin, they didn't need a wall. Hessler continued that there is no adequate drainage (photos after a recent rain were passed around) and a huge ditch. **Ogilvie** said that they are working on site plan approvals and Hessler's input about what has gone wrong, can help them understand how to make that process better. But the PC is not an enforcement authority. **Mills** says we have enforcement control over storm water issues. Everyone agreed that the curb was the best approach. **Hessler** requested they put a 42" wall all around and backfill it, so there would be very little dip. **Mills** indicated that drainage, parking, landscaping will be addressed. They may have to put more stone, fabric, additional landscaping. Discussion over snow removal **Barresi** recommended that if they are areas of concern or promises that aren't kept, to put it in writing and cc: Josh so he can follow up.

Motion to approve minutes of Regular Meeting of September 10, 2013 with correction: moved Fairchild, seconded Campbell, all ayes, motion passed.

Motion to approve agenda as amended: moved Storrer, seconded Barresi, all ayes, motion passed.

Public Comments & Correspondence Concerning Items not on Agenda: None

Correspondence: Grand Vision Housing Survey – Sam Barresi attended on behalf of the Planning Commission **Brownfield Redevelopment** meeting Oct. 23 1-5 pm; **Traverse Bay Poverty Reduction Initiative – Wednesday, November 6 Jim Campbell** will be attending on behalf of the Planning Commission; **Michigan Land Use Institute** published **The Power of Energy Efficiency**, it contains a lot of research for the Alternative Energy ordinance.

Reports to the Commission:

1. **Report from the Chair Bruce Ogilvie** asked the **Alternative Energy Committee** to review the second draft of the ordinance and received one comment. There was a meeting last month that was announced and published and no one showed up. If there is no further public input, the Planning Commission will draft the ordinance and put it out for public review.
2. **Committee Reports:**
 - a. **Kim Fairchild: Signage/Wayfinding Committee - Mills** just has to get the sites for the signs approved by MDOT; must be so many feet from regulatory signs.
 - b. **Cory Bissell: DDA/TIFD/Capital Improvements – DDA:** The next step is to have a meeting to establish meeting schedule, work on bylaws and develop TIF plan with the help of **Peter Doren**. **Ogilvie** recommended **Chris Olson**, who has experience with DDA's. The **Capital Improvements Plan** just needs to be organized with new pricing on it with a 10-15% contingency because it is a 5-year plan. There are

some obvious things that need to be addressed at each park. City-owned facilities and equipment will also be included.

- c. **Pat Storrer: Zoning Ordinance Review Committee** – since the last meeting Storrer has assembled all the recommended building configuration amendments in a single document and sent it to Ogilvie and Mills for incorporating into the 2011 Zoning Ordinance.
3. **Sam Barresi: Public Restroom Facilities Committee/Parking/MSU Practicum Intern Report/Recommendations** – has had some correspondence with Chad Hollenbeck, who seems to be overseeing things until a permanent director is put into place at the Benzie Bus. The main purpose for going to the Benzie Bus was for a comparison and because it was a system that was already in place, but **Mills** thinks it could be done locally with 1099 contracts cost effectively. He visualizes a stretched out electric golf cart with solar panels on top, about \$15000-\$20,000. The DDA could look at this. Barresi knows of used vehicles that are more modestly priced.
4. **City Superintendent Report:** -
 - a. **Project Status: Complete Streets and Safe Routes to School Access** – received another \$20,000. The one bidder wants to postpone construction until spring. The bid came in way over budget. Mills was fine as long as there was not an impact on price. MDOT says the contractor has to do it now or lose the contract.
 - b. **DDA** – see report
 - c. **Wi-Fi** – **Mills** discussed locations of different webcams throughout the city and beach.
 - d. **Grants** – **Mills** submitted a grant for a new stairway and banners and will be looking at a SAW state grant for storm water system and USDA loan for new curb, water main, storm structure, street lights, wetland park, weir, cyclone chamber and installing a lift station. Mills has had a discussion about having the Graceland tank removed, and improving the streetscape with sidewalks, iron fencing with ivy, etc.
 - e. **Other** – The L2L Convention of Communities has been cancelled. Multiple meetings by topic will be scheduled.
5. **Zoning Board of Appeals:** Kim Fairchild and Josh Mills – there is one in the hopper that hasn't been scheduled yet in north city residential area.

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

1. **Preliminary Site Development Plan Review Concept:** still in (Zoning Ordinance Review) Committee
2. **Public Hearing on the re-adoption of the 2/25/2011 Zoning Ordinance to incorporate amendments previously approved individually by the Planning Commission in meetings 11/13/2012, 12/11/2012 and 9/10/2013:** not discussed in the absence of knowing when materials will be ready and available.

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

1. **Public Hearing** – deferred until a later date when the draft is available and sufficient public notice is given.
2. **Other actions in the form of a motion:** None

Public Input

Storrer reported on the current status of the Airport Authority. The three officers are meeting with MDOT in Lansing in a few weeks. A major contention is the displaced threshold that is located before the physical end of the runway. It can be used for take-offs not landings and allows more visibility and clearance for arriving and departing airplanes. The Airport Authority minutes are not available online and Storrer asked if they could be put on the Frankfort website. **Mills** will check with Shannon about doing this.

Any Other Business/Ongoing Business: Comments, Assignments, Discussion Outside of New Business Motions and Outside of Unfinished Business Motions:

Motion to Adjourn moved Fairchild, seconded Barresi, all ayes, motion passed. Meeting adjourned at 8:11PM.

Next Meeting(s): *Regular Meeting: Tuesday, November 12, 2013, the Haugen Room, City Hall, 7pm.*
Commissioner Hand-outs: (1) Draft Minutes: Regular Meeting of 9/10/2013;