

**City of Frankfort Planning Commission  
Draft Minutes  
November 12, 2014 Regular Meeting**

**Call to Order:** 7:05 p.m.

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

**Recognition of Visitors:** Steve Campbell, Bruce Ogilvie, Don Bondarenko, Kurt and Julie Thomas, Sharron May (Recording Secretary); Josh Mills (City Superintendent).

**Motion to approve Minutes of Regular Meeting, October 14, 2014 moved Storrer, seconded Fairchild, all ayes, motion carried.**

**Motion to approve Agenda as amended moved Stahl, seconded Storrer, all ayes, motion carried.**

Discussion: Storrer added Amendment to the Bylaws under New Business.

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

1. Request to Appear: none
2. Correspondence (dated 10/27/2014) from Steve Campbell with responses to questions presented to Zoning Attorney.
3. Application for Site Plan Review, from applicant The Marina at Harbor Lights Condominium II, dated 10/13/2014, with attachments: (1) Addendum, and, (2) Warranty Assignments of Developer's Rights dated 5/12/2012 2012R-02470 and 2012R-02471. *from Harbor Lights and original Special Use permit.*
4. Special Use Permit 9/11/2007, Site Plan Review Permit 9/11/2007, Zoning Permit (Land Use) 9/11/2007: all of these Issued to Paul & Rosie Dixon – Goldcoast Condominiums, LLC.
5. Correspondence (dated 10/23/2014) from Steve Brown. Executive Director, Oliver Art Center
6. Correspondence (dated 11/12/2014) from Mr. Bondarenko regarding goats (Urban Agriculture Ordinance)
7. Public Comments: None

**Reports to the Commission:**

1. **Report from the Chair: Cory Bissell:** The Downtown Development Authority (DDA) met a week ago to interview applicants who responded to the Request For Proposal (RFP) for a Tax Incremental Financing (TIF) plan. Wade Trim & Assoc. was recommended for approval by the City Council.
2. **Reports from Planning Commission Committees:**
  - a. **Public Facilities** – Sam Barresi – No Report
  - b. **Master Plan Review/Update 2015** – Storrer attached a report to the agenda on the meeting with Chip Smith (Wade Trim & Associates) who was also the consultant on the 2010 Master Plan. They will be reviewing the priorities, updating the demographics, aligning Master Plan with regional planning initiatives; re-examining boundaries. Next step: Community Work Session.
  - c. **Complete Streets Committee** – Melina Penne – No report.
3. **Report from Zoning Board of Appeals:** Kim Fairchild and Josh Mills – The ZBA approved (1) Family Fare signage and (2) a porch on James Street.
4. **Report from Lakes to Land organization** – Bruce Ogilvie – A meeting was held at Stormcloud Brewing to celebrate receiving a state planning award. Ogilvie encouraged the Planning Commission to collaborate with neighboring communities and the region when reviewing the Master Plan.
5. **City Superintendent Report:**

- a. DDA-TIF – covered in Chair Report.
- b. Capital Improvement Plan (CIP) – The contract with Grand Traverse Engineering is moving along. Projects will be inventoried and prioritized.
- c. Re-development-Ready Communities (MEDC Initiative) – With the completion of the CIP, Frankfort is poised to become a Redevelopment Ready Community.
- d. Status of Zoning Attorney Response to Planning Commission Questions – The commission is still waiting for answers from the attorney. He will review the site plan in light of the zoning ordinance and some conflicting aspects of the ordinance. The expiration of site plan will also need to be addressed.
- e. Other - none

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

**1. 2015 Master Plan Review**

- a. Consultant Chip Smith met subcommittee 11/3/2014 (meeting report attached to this agenda).

**Motion to:**

**(a) Advise Surrounding Communities (Benzie County, all municipalities within Benzie County, utilities, Ann Arbor Railroad) of the City of Frankfort's intent to review and, if necessary, update its 2010 Master Plan; and,**

**(b) To set 1/13/2015 Regular Planning Commission meeting as a tentative date for a Community Work Session.**

**Moved Storrer, supported Stahl, all ayes, motion passed.**

- 2. **Parks & Recreation Draft Master Plan status:** Mills reported that there was an extensive review of the draft plan. A second draft should be out in a week. There will be another comment period and a Public Hearing at the December City Council meeting. The Planning Commission will review it in their December meeting before it goes to the Council. The CIP will be implementing it. A Recreation Plan is not mandated but it is required to qualify for DNR and other state grants.
- 3. **Benzie County Master Plan Revision Subcommittee:** status of request for Frankfort Planning Commission participation. The goal is for the county to aggregate the priorities from the township and village Master Plans and put more emphasis on Economic Development.
- 4. **Zoning Ordinance formatting error status** – Storrer reported that these revisions would probably get rolled into the Master Plan update.

**New Business**

- 1. **Motion to excuse Sam Barresi from Planning Commission Meeting 11/12/2014 on Medical Grounds** moved Stahl, supported Fitzpatrick, all ayes; motion passed.
- 2. **Proposed Private Drive off Day Avenue for Kurt and Julie Thomas, Frankfort:**  
**Motion to approve Site Plan Review for construction of proposed Private Driveway, off Day Avenue, Frankfort, north of Elm Street and west of Day Avenue, to serve 3 parcels in platted block M, in terms of Zoning Ordinance Article 6 (Sections 8601-8615), subject to Road Maintenance Agreement and Restrictions: moved Storrer, seconded Fairchild, all ayes, motion passed.**  
**Discussion:** Mills presented the schematic. It will be the first private road in Frankfort. The components are in accordance with the Ordinance. The road will not be maintained by the City. A draft of the required maintenance plan was presented. A maximum of 3 lots will be created in the North City Rural area. The road will be called Chickadee Lane.

3. **Motion to amend the City of Frankfort Planning Commission Bylaws to require that the agenda and supporting materials be published by the chair one week in advance of the Regular or any Special Planning Commission meetings: moved Storrer, supported Stahl. Motion withdrawn by Storrer with permission from Stahl.**

**Discussion:** Stahl remarked that emailed site plans were hard to read. Mills will have a copy of large available at City Hall for inspection. Stahl suggested that packets be made up and delivered by city officers or picked up at City Hall. The City Council does that on Friday. Mills explained that sometimes things come in late and would otherwise have to be delayed a month. He also noted that when meetings are adjourned a lot of waste is left behind. Mills suggested that rather than a bylaw revision, they have an understanding to try to get information out a week before. If things come in later, let the commission know ASAP. Storrer offered to create a procedure. Stahl thought there should be a time limit for submitting an agenda item. Mills will send out an email of what is going to be on the agenda and is available at City Hall. Fairchild suggested a cover letter with points for discussion.

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

**Mayor Johnson** asked if there a timeline on the MP review.

**Storrer** responded that May of 2015 is the timeline but there is no ramification for not meeting it.

**Ogilve, 230 Leelanau**, cautioned that if the Zoning Ordinance is ever called into question, the Master Plan will need to correspond with it. That's how things get to Circuit Court. We have a much more litigious society and the public is getting more educated. They want to see Best Management Practices.

**Sharron May, Crystal Lake Township** suggested that the Zoning Administrator may want to clarify upfront when materials are being provided as a courtesy vs. requiring a Planning Commission decision.

**Steve Campbell** expressed his hopes that they have a decision from the attorney before the Dec. 9 meeting or have a Special Meeting so he can move forward with plans.

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

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

**Meeting adjourned at 8:30 p.m.**

***Next Meeting(s):*** Regular Meeting: Tuesday, December 9, 2014, the Haugen Room, City Hall, 7pm.  
Commissioner Hand-outs: (1) Draft Minutes: 10/14/2014 Regular Meeting (2) 10/13/2014 Meeting Notes Site Development Plan Preliminary Review (3) Master Plan Subcommittee Meeting Notes 11/3/2014 (4) Materials: Private Drive, Day Ave, for Kurt & Julie Thomas

**Meeting Notes of the Master Plan Subcommittee of the City of Frankfort Planning Commission**

**Date:** 11/3/2014, 1pm, at City Hall

**Attendees:** Maury Stahl, Kim Fairchild, Pat Storrer, Bruce Ogilvie, Cory Bissell, Chip Smith (Planning Consultant, Wade Trim), Josh Mills (City Zoning Administrator and Superintendent). **Apologies:** Sam Barresi, Susan Kirkpatrick.

**Purpose:** The purpose of this "single-issue" meeting was to determine a strategy for the update or review of the Master Plan 5/11/2010. No motions were made. No Planning or Zoning decisions were made. No Master Plan or Zoning Ordinance wording was discussed. No other topics were addressed by this meeting.

**Discussions/Conclusions:**

- 1) We will need to test and verify that the community visions and assumptions on which the 2010 MP was based still hold good.
- 2) Other than technical details (such as population demographics, land use percentages, infrastructure maps) in MP Chapter 2, the MP is still compliant with State statute. Chip will update Master Plan Chapters 1 and 2.
- 3) Issues to be considered for MP 2015 include:
  - a. How to relate Frankfort's Master Plan to Regional Planning initiatives currently in progress
  - b. Corridor development, lot sizes, septic run-off, with City of Frankfort neighbors Crystal Lake Township (CLT) and Village of Elberta
  - c. A backwards look at "living with" our 2010 MP and 2011 and 2014 Zoning Ordinances and how well these have worked for the City.
  - d. A number of items - some not in the 2010 MP and some needing review/correction in the 2015 MP - were identified for consideration as to whether to include in the 2015 MP.

**Next Steps:**

- 1) At next PC meeting, need a Motion to (a) Advise Surrounding Communities (Benzie County, all municipalities within Benzie County, utilities, Ann Arbor Railroad) of the City of Frankfort's intent to review and, if necessary, update its 2010 Master Plan; (b) to set 1/13/2015 Regular Planning Commission meeting as a tentative date for a Community Work Session
- 2) This Work Session will be led by Chip Smith, with purposes including: to test community visions, to discuss boundary issues with Elberta and CLT, to discuss Land Use issues and possible zoning district boundary changes.
- 3) Chip will have the first draft of the Technical Updates done in advance of the Work Session.
- 4) The PC should publicize the Work Session and its purpose, and invite the participation of Elberta and CLT

**Final Product:**

- 1) Chip defined that the project result will be a fully updated Master Plan 2015, which will then remain in force for another 5 years, i.e., until May 2020. It is advisable that the Master Plan be approved by May 2015. Chip will provide a check list of the steps along with a "who does what and when"

**Adjournment: 2.40pm**