

**Frankfort Planning Commission
Regular Meeting
November 13, 2007**

Meeting called to order at 7:01 p.m. by Chairman Doug Rath

Roll Call: Ed Duncan, Joe Hommel, Robert Johnson, Michele Larson, Akihiko Machida, Nancy Marshall, Bruce Ogilvie, Doug Rath, JoAnne Strohmer. Also present: City Superintendent Josh Mills, Suz McLaughlin, Myra Elias, Fred Stransky, Mr. & Mrs. Wald, Larry & Julie Klingman, Lesley Perkins, Joann Holwerda, Mrs. Storrer, Bonnie Warren, Janet Hessler and Rick Taylor. Akihiko Machida arrived at 7:14 p.m. and Ed Duncan arrived at 7:21 p.m.

Approval of agenda:

Motion by Ogilvie, seconded by Hommel to approve the agenda as presented. Ayes: All. Nays: None. Motion carried.

Public Input:

JoAnn Holwerda questioned if dates would be set for hearings on the different sections for the Master Plan Revisions. Rath stated that would be discussed under Old Business.

Approval of minutes:

Motion by Johnson, seconded by Ogilvie to approve the October 9, 2007 minutes as presented. Ayes: All. Nays: None. Motion carried.

Open Public Hearing

Site Plan Review request from Edward Wald, owner of Northern Lights & Lifestyles, to construct a 26'x30', 2½ story (when viewed from Waterfront Drive) addition with exterior stairway to rear of existing dwelling located at 312 Main St., Frankfort.

Mr. Wald stated he was available if there were any questions. Rath read correspondence from Frankfort Hardware (Mark Stuart) in favor of granting the Special Use request (attached).

There was no correspondence in opposition to the project.

Janet Hessler of Betsie Bay Furniture, spoke in favor of granting the request; stated she emailed a letter in favor of the request. Mills stated he did not receive the email.

No one in attendance spoke in opposition to the project.

Closed Public Hearing

Motion by Ogilvie, seconded by Marshall to approve the Special Use & Site Plan Review for Edward Wald, owner of Northern Lights & Lifestyles to construct a 26'x30', 2½ story (when viewed from Waterfront Drive) addition with exterior stairway to rear of the existing dwelling located at 312 Main Street, Frankfort.

Ogilvie questioned how long the construction would take and how disruptive it would be to Waterfront Drive. Rick Taylor, builder for Mr. Wald, stated construction would start soon and be finished in the spring. As far as disruption to the alley, there would be very little due to most of the construction materials being handled on the property itself.

Rath asked Mills if there were any parking issues. Mills stated there were none. They are required to have 5 spaces, which they have.

Marshall noted at the previous Planning Commission meeting when a preliminary review of the project

was introduced, the Commission agreed that this mixed use in the Central Business District (CBD) is what the new Master Plan revision committee has been discussing.

The Planning Commission went through the following standards and findings under Section 8115.06 and voted as follows:

- (a) Will be harmonious, and in accordance with objectives, intent, and purposes of this Ordinance; **Agreed 6-0**
- (b) Will be compatible with the natural environment and existing and future land uses in the vicinity; **Agreed 6-0**
- (c) Will be compatible with the City Comprehensive Plan; **Agreed 6-0.**
- (d) Will be served adequately by essential public facilities and services, such as highways, streets, police and fire protection, drainage ways and structures, refuse disposal, or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately any such service; **Agreed 6-0**
- (e) Will not be detrimental, hazardous, or disturbing to existing and future neighboring uses, persons, property, or the public welfare; and **Agreed 6-0**
- (f) Will not create additional requirements at public cost for public facilities and services that will be detrimental to the economic welfare of the community. **Agreed 6-0**

Rath restated the motion by Ogilvie, which was seconded by Marshall to approve the Special Use & Site Plan Review for Edward Wald, owner of Northern Lights & Lifestyles to construct a 26'x30', 2½ story (when viewed from Waterfront Drive) addition with exterior stairway to rear of the existing dwelling located at 312 Main Street, Frankfort. Ayes: All. Nays: None. Motion carried

Old Business:

1. Master Plan Revisions

Ogilvie wished to acknowledge the work of Bob Johnson and Michelle Larson of the Planning Commission for the revised map of the City and handouts which were available for the election regarding the Master Plan revisions for each section of the City.

A checklist (attached) was provided explaining the process for implementation of new city planning and comprehensive plan.

The Commission discussed the order to hold the public forums regarding Master Plan revisions and process to notify the public including mailings to property owners & advertising in the newspaper. It was stated that each area will have an initial meeting with a follow up with visual aides. It was determined that the Commission would try to begin public forums in December.

Motion by Machida, seconded by Ogilvie to establish areas of review in public forum format starting with area 6 followed by 2 & 3, 4 & 5, 8 & 9 and 1. Ayes: All. Nays: None. Motion carried.

New Business

1. Site Plan Review for Betsie Bay Inn, 231 Main St., Frankfort

Johnson questioned why the addition was built prior to approval. Mills stated the maintenance person at Betsie Bay Inn contacted the Benzie County Building Department regarding a request to construct a shed. Sheds under 200 sq. feet that are non-permanent, non-attached are permissible without a permit. Mills assumed there was a misunderstanding by the maintenance person as the City was never contacted regarding the project. Lesley Perkins, owner of Betsie Bay Inn, stated she understood, from talking to the maintenance person, that a permit was not required and was sorry for the misunderstanding.

Rath questioned if the project were not approved, what was the recourse due to the construction already taking place. Mills stated the project was permissible and did not encroach on the parking area; however, the process that is required was not initiated properly. Mills felt that in the future, to address the issue of after-the-fact approval, fines be levied, possibly doubling the fee plus a \$50.00 fine, which would need to be written into the ordinance.

It was discussed to draft language to amend the ordinance to handle after-the-fact requests.

Motion by Duncan, seconded by Ogilvie to approve the site plan for Betsie Bay Inn, 231 Main St. to construct a 4'8"x20' addition for storage to the north of the existing structure. Ayes: All. Nays: None. Motion carried.

Public Input

Myra Elias, 110 George St. – Suggested that wording in the advertisement for the public forums encourage people to attend all sessions regarding the Master Plan revisions and not just those living in the particular section being discussed so there is no misunderstanding from residents. People outside of a particular section may have important input to offer. Also questioned how the numbering of the sections was determined. Marshall stated the numbering was determined by the subcommittee, trying to group similar areas, however the numbering was random.

JoAnn Holwerda – Suggested when informing the public of the meetings, instead of saying “when your number is announced” saying “you will be personally contacted when your section comes up, however the public is encouraged to attend all forums. Rath stated possibly including a statement “we want all members of the community at all meetings for discussion but in particular, when the section comes up that directly effects your property.”

Rath asked if Duncan was still planning to work on the announcement for the newspaper. Duncan concurred.

Suz McLaughlin, 670 Crystal Ave. – Questioned if the checklist would be made public. Questioned if it was protocol for procedural aspect of the revision process go through the City Council.

Marshall stated the Planning Commission is responsible for writing the Master Plan and when it is finished, it goes before the City Council for its input. Rath stated a Council member is present at the Planning Commission meetings and they report back to the Council. All members of the City Council are welcome to any information the Planning Commission has and the City Council does have the final say as to the revisions.

Motion by Johnson, seconded by Ogilvie to adjourn at 8:10 p.m. Ayes: All. Nays: None. Motion carried.

Respectfully submitted,

Joshua J. Mills
Recording Secretary

Douglas Rath, Chair

Akihiko Machida, Secretary