

FRANKFORT PLANNING COMMISSION – SPECIAL MEETING
Meeting Minutes
December 29, 2008

Call to Order: 7:00 p.m.

Roll Call – Present: Clingman, Condon, Johnson, McLaughlin, Ogilvie, Council Member Storrer. **Absent:** Duncan, Hommel, Larsen, and Superintendent Mills.

Ogilvie: Declared a quorum present.

Ogilvie: Goal of meeting is to further analyze and discuss Planning Consultant responses to Planning Commission RFP.

McLaughlin: We should stick to our earlier deadline of completing our objective of completing our analysis by 12/31/08, and should therefore try to make our decision on which consultant to recommend at this meeting.

Ogilvie: Agreed with McLaughlin and asked if the commission was prepared to continue the process. There was general agreement to proceed. He then handed several printed items to the commissioners including a written questionnaire which he plans to send to 3 relevant references for top 3 contenders; a summary of the initial ranking of RFQ by commissioners, and an Analysis compiled by Ogilvie.

McLaughlin: Has spoken to two references for **Wade Trim**; handed commissioners a written summary of her conversations with Assistant Village Manager of Village of Milford, MI, and with City Manager of Yale, MI. Both referees were **very enthusiastic**. Highlights of McLaughlin's verbal report were:

Wade Trim (WT) did a great job of informing public, in both written and graphic formats

Our Frankfort issues of parking, land use, and affordable housing were well represented in WT's work for the two referees;

WT's work included an inventory of roads, with needed maintenance prioritized;

WT included a business inventory;

WT included a Michigan Development Study.

McLaughlin: looked on-line at WT work for these two municipalities and found the work very clear and easy to understand. Both municipalities would work again with Wade Trim "in a minute".

Ogilvie: Superintendent Mills is enthusiastic about Wade Trim.

Storrer: Frankfort City County Airport Authority has on-going successful relationship with Wade Trim.

McLaughlin moved, Johnson seconded, to recommend Wade Trim as our Planning Consultant.

Discussion:

Storrer: suggested we all further analyze the WT proposal, looking for any questions and issues.

Agreement: that we all get our questions to Ogilvie by end of day 12/31/08. Ogilvie will collate our questions and will ask the questions of Wade Trim.

Ogilvie: Wade Trim provided a good set of representative references, including locally based municipalities. He sees economies of scale based on the extensive scope of existing work in Frankfort performed by the planning department of Wade Trim's work.

Positive Commissioner Comments: Responding to Ogilvie's question asking commissioners to comment on "positives" that they found in the Wade Trim proposal, the following were reported:

Public Input – that there was evidence of experience in soliciting and working with perceptions.

Alternative Energy – clear indication that Wade Trim is prepared to work on the issues of siting and ordinances allowing this within a community.

Community VIZ software – clear statement concerning a visualization methodology to complete the Buildout analysis.

A "Vision Fair" for Frankfort;

WT provided detail of what they did for each reference municipality;

WT's overall presentation in their proposal was clear and easy to follow;

WT's Master Plan presentations are clear;

WT's Master Plan process and supporting information is accessible to public;

WT are "fun to work with" (Clingman, speaking from experience with WT on Marina Authority)

WT are familiar with all aspects of Frankfort's waterfront;

WT said they would deliver a 5-year plan review based on the MSU/E & Land Use Series Checklist.

WT lists a well-sized and strong team of professionals for our project. Two of these professionals were praised specifically by the Yale and Milford municipalities.

Negative Commissioner Comments:

We need clarification on "build-out" analysis and confirmation that "data analysis" is included in a usable format for Planning Commission use.

Motion was amended by McLaughlin, supported by Johnson, to add: "...subject to positive reference checks with additional municipalities and satisfactory Wade Trim answers and clarification to commissioner questions and issues."

The amended motion was then called for a vote: To recommend Wade Trim as our Planning Consultant subject to positive reference checks with additional municipalities and satisfactory Wade Trim answers and clarifications to commissioner questions and issues. Ayes: All. Nays: None. Motion approved.

Reference Checks with Additional Municipalities: The following municipalities were selected, with commissioners volunteering to make telephone contact, if possible by 12/31/08:

City of Manistee (Condon)

Leelanau Township (Johnson)

City of Grand Haven (Clingman).

As noted above, McLaughlin has already verified WadeTrim's Yale and Milford references.

These municipalities were selected because of either or both of size and water proximity.

McLaughlin: advised Grant Sub-committee meeting scheduled for **4.15pm 1/2/09 at Recreation Center.**

Ogilvie: advised next steps:

Conference Call on 1/2/09;

Grant Sub-committee meeting 1/2/09.

Ogilvie to request Mayor for special City Council meeting to consider Planning Commission recommendation of consultant.

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

Meeting adjourned at 8.15 p.m.

Next Meeting: 1/2/09 4.15pm Grants Subcommittee; 1/13/09 7.pm Regular Meeting
