

**City of Frankfort Planning Commission
Draft Minutes of Regular Meeting
7 p.m. February 11, 2014 at The Haugen Room, City Hall**

Call to Order: 7pm

Roll Call: Barresi, Campbell, Fairchild, Ogilvie, Penne, Storrer
Absent: Bissell

Recognition of Visitors: Josh Mills, City Supervisor; Sharron May (Recording Secretary)

Motion to adjourn meeting moved Fairchild, seconded Campbell.

Discussion: Fairchild pointed out that the terrible weather made it difficult to have the public attend the meeting. Ogilvie pointed out the important actions that this meeting must take regarding Zoning Ordinance Public Hearing required this meeting to act. Vote was called, all voted against the motion to adjourn. **Motion failed.**

Motion to Approve Minutes of Regular Meeting 1/14/2014; moved Fairchild, seconded Barresi, all ayes, motion passed

Motion to Approve Agenda: moved Fairchild, seconded Campbell, all ayes, motion passed.

Public Comments & Correspondence Concerning Items not on Agenda:

1. Request to Appear by Steve Campbell: cancelled, due to Mr. Campbell not being present..
2. **Sharron May**, 904 Adams announced Open Meetings Act training at Benzie County Government Center on April 8.

Reports to the Commission:

1. **Report from the Chair:** Bruce Ogilvie has been working on the Zoning Amendments. He has had two phone meetings with the L2L committee working on the M-22 Corridor. They are trying to arrange a meeting with MDOT.
2. **Committee Reports:**
 - a. **Kim Fairchild: Signage/Wayfinding Committee** – deferred to Mills; waiting for final approval from MDOT
 - b. **Cory Bissell: DDA/TIFD/Capital Improvements** – Mills reported on second DDA meeting last Monday. Discussion included prioritizing goals, asset-based inventory, visioning and recruiting new business opportunities to fill voids in the community.
 - c. **Pat Storrer: Zoning Ordinance Review Committee** – Storrer received email from Northwest Michigan Council of Governments (NWMCOG) about a Planning and Zoning Training on Fire Ordinances. Enrollment is \$55. (Ogilvie stated that there are 4 ways to handle this issue, three of which do not concern Land Use.) The Site Development Plan Preliminary Review process will be discussed in Unfinished Business.
 - d. **Sam Barresi: Public Restroom Facilities Committee/Parking/MSU Practicum Intern Report/Recommendations** – He would like to see some movement towards a decision about the bus available from Benzie Bus. A discussion followed about next steps, possibility of a 1099 employee, trying it out on busy days; requesting seed money from Chamber; décor and signage; police regulation of parking around beach area and signage; need for ordinance adopted by City Council; funding; and the need for a constable to enforce all the ordinances. Benzie Bus will need letter of interest.
3. **City Superintendent Report:**
 - a. **Project Status: Complete Streets and Safe Routes to School Access** – Bids are being accepted. Discussion about pros and cons of portable speed limit sign; the need for a tractor and 1099 employee to take care of sidewalks; and a special assessment for those who do not plow their sidewalks.
 - b. **DDA** – see above report
 - c. **Energy Efficiency Audit** – The city applied for a state program and was approved to have an energy audit to become more energy efficient. Michigan Energy Solutions is conducting an audit on all the buildings that the city owns as well as BLUA, the Library and the Village of Elberta. This goes back to the city's philosophy on Energy Conservation. TC Saves has enrolled 380 people in their program for free audit and materials. This could lay the foundation for citizen incentives and assistance.
 - d. **Grants** include Streetscaping along M-22; water main; re-establishment of the right of way; green space right of way with dune grass to give a unique sense of place and complement the way-finding signs; new

LED street lighting; eliminating wide-open curb cuts; redo parking area at the Elementary school along M-22. Early stage discussions have occurred on a Community Skate Park with the tribe, a private donor and community members. Discussion about ice rink (zamboni attachment on the tractor?) with portable ramps for summer. Elberta cleared off the mini-pond. Rotary Club is taking on Market Square Park and improving tennis courts. This will go along with the Recreation Master Plan.

- e. **Re-development-Ready Communities (MEDC Initiative)** – certification deadline next Wednesday. It could give additional support and give developers confidence in an easy process.
 - f. **Other – City of Frankfort Parks and Recreation Master Plan Survey** – a survey was developed and an article will appear in local paper to solicit citizen input.
4. **Zoning Board of Appeals: Kim Fairchild and Josh Mills** – no report

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

1. **Zoning Amendments Work Study Session:**
 - a. **Motion to open Work Study Session on Proposed Amendments to the 2/25/2011 Zoning Ordinance: moved Storrer, supported Barresi, all ayes; motion passed.**
 - i. **Planned Development Overlay District – Ogilvie** referred to a document for this work session prepared with the help of Chip Smith of Wade Trim and Associates. He indicated that the lack of such a provision was a factor in the Tobin issue. Review included proposed Eligibility Requirements, Minimum Lot Size, Compatibility, and Financial Guarantee. Mills initiated a discussion about preventing development that impacts view.
 - ii. **Site Development Plan Preliminary Review Concept** – Work session review of proposed Zoning amendment on this concept, which has already been informally used with the Storm Cloud Brewery and other projects. This open-ended, positive, collaborative and protective process is intended to save the developer time and money.
 - iii. The City will advertise that the proposed amendments will be available online, at the Library and City Hall and a few copies at the Public Hearing.
 - b. **Motion to close Work Study Session on Proposed Amendments to the 2/25/2011 Zoning Ordinance: moved Barresi, supported Storrer, all ayes, motion passed.**
2. **Public Hearing on adoption of new Zoning Ordinance** was confirmed for Tuesday March 11, 2014, 7pm – to be scheduled early in the agenda. City Hall will publicize the Hearing.

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

1. **Preliminary Presentation/Discussion: Harbor Lights Marine & Resort Expansion** – Cancelled.

Public Input – Agenda Items Only

May remarked that the Fire-wise Training by MSU is spreading like wild fire. She has seen it offered in 3 different venues including a workshop for property owners at the Small Farm Conference. She asked if the Commission was going to form a subcommittee or solicit someone with expertise to put together a proposal.

Barresi commended Ogilvie and Storrer for all of the preparation and work.

Ogilvie reminded the Commissioners that the next meeting would include the election of officers.

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 Barresi, all ayes, motion passed. Meeting adjourned at 9:00 p.m.

Next Meeting(s): Next Regular Meeting: Tuesday, March 11, 2014, the Haugen Room, City Hall, 7pm.

Commissioner Hand-outs: (1) Draft Minutes: Regular Meeting of 1/14/2014, with attached Chair Report 12/9/2013; (2) PC Roster 2014-02-04; (3) Updated proposed ordinances for PDOD & Site Development Preliminary Review