

**Planning Commission
City of Frankfort
Approved Minutes
February 12, 2013
Regular Meeting**

Call to Order: 7pm
Roll Call: Barresi, Campbell, Fairchild, Ogilvie, Penne, Storrer
Absent: Bissell
Recognition of Visitors: Sandy Gaier, Crystal Lake Township Planning Commissioner
Quorum present

Motion to Approve Minutes of Regular Meetings January 8, 2013 moved Fairchild; seconded by Campbell; all ayes, motion passed

Motion to Approve Agenda moved Barresi, seconded Fairchild; all ayes; motion passed

Public Comments & Correspondence Concerning Items not on Agenda

1. Request to Appear: None
2. Correspondence was received via Jon Armstrong representing neighbors concerned over the proposed Lake Michigan beach restroom facility, including a schematic of Cannon Park and attachments. (Mills confirmed this has been sent to the MSU study team.)
3. The NWMCOG notice about "A Framework for Our Future: Tools and Strategies for Supporting the Grand Vision".
4. The Land Use Policy Institute at MSU is holding a 3-Day session on Place-making and Legislation June 13-16, 2013

Reports to the Commission:

1. **Report from the Chair: Bruce Ogilvie** has drafted two versions of a **Medical Marijuana Ordinance** and is waiting for a response from consultants, Wade Trim & Associates. With the Michigan Supreme Court ruling of February 8, 2013 the Planning Commission will no longer need to regulate dispensaries. The ordinance will be very specific as to how someone can become a Marijuana caregiver and how to grow, deliver, transfer and acquire Medical Marijuana. Marihuana Collectives are not permitted, neither are "Compassionate Clubs". **Ogilvie** hopes to present a draft ordinance to the 3/12/2013 Planning meeting. Zoning Ordinance Review meetings will be discussed in that committee report; and today there was an initial meeting with the new architects of the new Maples project.
2. **Committee Reports:**
 - a. **Kim Fairchild: Signage/Wayfinding Committee** – Josh Mills received some cost estimates for welcome, way-finding and regulatory signage. The Tree Board is raising funds and working with The Oliver Art Center on the Banner project. Discussion about signage pointing to public restrooms.
 - b. **Cory Bissell: DDA/TIFD/Capital Improvements – Mills** that he gave a presentation to the Benzie County Commissioners and he sees no reason why they won't opt in by the March 7, 2013 deadline; he still has to present out DDA plan to several additional taxing authorities. **Mills** explained that the TIFD plan does not raise taxes, only captures them and that the existing draft requires the DDA to notify every business and property owner of the public hearing by certified letter. It will be a phenomenal economic development tool. **Mills** reported that the **Capital Improvement Plan** has been broken down into segments and the next step is to assign values.
 - c. **Pat Storrer: Zoning Ordinance Review Committee** – the committee is struggling with the suitability of the site development plan preview process as a means of controlling the character of Main Street. On 1/8/2013, the Committee looked at examples from Traverse City and made little progress with that other than discussing a checklist or guidance booklet that would assist both Superintendent Mills and potential developers (see meeting notes 1/8/2013). Working with Wade Trim, Ogilvie today (2/12/2013) provided the committee with a sample site development application form (from the City of Livonia): this appears to be a good model for the checklist concept and a good starting point for adding to/deleting from. The Livonia sample mentioned a "Study Meeting" concept that appears to be a variant on a Site Development Preview process. Ogilvie mentioned Zoning Committee member Bob Dittrich's statement that all Site Development Previews or Study Meetings, whatever they are called, should be "open-ended opportunities for community partnership". Today's meeting with the Maples architects was just such an opportunity. Another successful of this concept's application with the developers of the Storm-Cloud BrewPub, who were responsive to community input.

- d. **Sam Barresi: Public Restroom Facilities Committee – Barresi** deferred to the Superintendent's report on the MSU Practicum Intern study project. **Barresi** plans to reconvene the committee in the next month once they hear initial thoughts from MSU. He would also like to continue the work of building a vision and a strategic plan for other restrooms that need remodeling, replacement or bringing into compliance with grant money. Ultimately, the committee will strive to have all the facilities reflect what survey respondents asked for, with conveniences that allow Frankfort to compete with other northern Michigan destinations. **Ogilvie** added that this would be a part of the Capital Improvement Plan and the city is going to move forward to secure grant funding as other communities have done. Discussion on proposed costs. **Mills** explained that the boat restroom facility cost \$33,000 in 2004 without water. He estimated a new one would cost \$75/square foot. **Barresi** said that if we continue to partner with TBISD, we could eliminate a substantial amount of the cost.
3. **City Superintendent Report:**
 - a. **MSU Practicum Intern** – On Saturday, February 16 at 3:00 p.m. the project team will present their initial summary. Comments were forwarded on to them. Lake Michigan Beach and Cannon Park is the focus. **Mills** estimated that the city saved \$10,000 by using the interns while, at the same time, getting “Generation Y” input.
 - b. **Complete Streets and Safe Routes to School Access Project** for 2012, project status- the City Council negotiated a contract with Abon Marche to proceed. **Mills** is waiting for the design schematics. Discussion over improving walkability and the need for some kind of ordinance for keeping sidewalks clear in the winter. **Ogilvie** will get details for Safe Non-Motorized transportation equipment.
 - c. **“Recreation” Center**, status – **Mills** made contact with Mr. Duncan from MDNR, the contact for LWCF funds procured in 1976. They won't allow a commercial kitchen in the facility, but a “normal kitchen, like most churches have” is acceptable. Exclusive use of the space is prohibited. Discussion over kitchen facility and its use for events. Caterers can serve from the kitchen, but can't cook there.
 - d. **Compliance on 629 Forest and 1335 Hall properties:** **Mills** advised that citations have been issued by the County Buildings Department, that he is trying to meet with the owner to determine status. Regarding the garage at Anchor Place Alley, east of 9th – **Mills** advised that renovations are in progress but he still needs to sit down with the owner and find out the status.
 - e. **Wi-Fi Grant** – There was a meeting today. The goal is to avoid duplication and have an RFP issued in the next month or two with project completion by the end of June. The goal is to capture all of the bay and waterfront, west of 10th Street to the beach.
 - f. **Status of Brew Pub and Fusion projects** – The Brew Pub project is proceeding steadily. Fusion is held up because the county is requiring a suppression system in that seasonal addition.
 - g. **Other** – **Ogilvie** has heard complaints from neighbors about the light bulbs on the Heniser property and the flashing Open signs at the A & W and the new bait shop.
 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. Preliminary Site Development Plan Review Concept: still in (Zoning Ordinance Review) Committee – No Report
2. Discussion on status/progress towards Medical Marihuana – See Chair report

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

Motion that the maximum number of accessory buildings in the Rural District motion be withdrawn and returned to committee moved Storrer, seconded Ogilvie, all ayes, motion passed.

Discussion: The Maximum Number of Accessory Buildings in North, East and West City was returned to committee at the 2/12/2013 Planning Commission meeting. The rationale is to keep the two motions together so they can be considered and presented at the same time.

Nominating Committee Appointment – Chair Ogilvie appointed Storrer and Penne.

Other actions in the form of a motion – **Mills** advised that he has submitted a detailed document on our needs regarding low water levels. Frankfort is one of 49 harbors that will receive funding. (not a motion)

Public Input – Agenda Items Only

Sandy Gaier, Crystal Lake Township commended the Planning Commission for paying attention to aesthetics of the City Center; it will be important to a "Sense of Place". She asked if there was more access to information about the DDA and the Recreation Center. Josh Mills will email information to her.

Ogilvie stated that he is looking forward to having more communication with Crystal Lake Township on land use issues and **Mills** welcomed any input - or funding contributions - toward the renovation of 7th Street beach.

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 Storrer, all ayes, motion passed. Meeting adjourned at 8:25p.m.

Next Meeting(s):

1. Regular Meeting: Tuesday, March 12, 2013, the Haugen Room, City Hall, 7pm.

Commissioner Hand-outs: (1) Draft Minutes: Regular Meeting of 1/8/2013 and Zoning Review Committee Meeting 1/8/2013

Zoning Ordinance Review Committee of City of Frankfort Planning Commission: City Hall, Haugen Hall

Date: 1/8/2013 9.30am to 11am

Committee: Josh Mills, City Superintendent/Zoning Administrator; Bob Dittrich, Norma Elias, Kurt Luedtke, Tom Kunitzer, Larry Miller, Bruce Ogilvie, Pat Storrer. **Also Present:** Mayor Bob Johnson, Steve Campbell

Meeting Notes:

Purpose: Continue Site Development Preview Topic

Admin: a. 12/11/2012 meeting notes: not hearing of needed corrections, notes approved

- b. Next meeting: ok for **Tuesday 2/12/2013, 9.30am** assuming Haugen Room availability
- c. Confirmed: Public Hearing, Residential Building Configuration recommendations, 1/8/2013 7pm
- d. Planning for future meetings: continuation of Site Development Preview topic.

Entire Meeting Devoted to Discussion of Site Development Plan Preview (or whatever we ultimately call it)

1. Confirmed earlier conclusion that Site Development Plan Preview is vehicle to address Main Street Character
 - The Intent of the Preview is to provide opportunity and process that will promote a desired "character". Should be collaborative, guiding the architect/developer early in project, but not intended to be restrictive in tone.
 - Preview Concept applies to MSW, MSE. W and IE zoning districts
 - Preview Concept is not land use-related, refers to appearance and character.
 - The agreed Preview details will need to be incorporated into an ordinance to take to Public Hearing.
2. "Parameters" (the "what" of our "wish list") raised to date, some duplicated, some vary by front/side/rear:
 - i. Façade materials
 - ii. Façade Trim
 - iii. Lighting Standards
 - iv. Window Materials
 - v. Window Shape and Proportions
 - vi. Building Proportionality vs surrounding buildings
 - vii. TC Chapter 1346 (e) Vertical Building Modulation
 - viii. TC Chapter 1346 (f) Window glazing
 - ix. TC Chapter 1346 (g) Glass tint
 - x. TC Chapter 1346 (h) Visual Interest on Street-facing facades
 - xi. TC Chapter 1346 (k) Spacing and Shape of Windows
 - xii. TC Chapter 1346 (l) Fenestration in character with area historical buildings
 - xiii. TC Chapter 1346 (m) Rooftop equipment
3. Parking is on-going problem, so should be included in Preview, for new developments (requirements vary by land use):
 - Parking is enforcement issue that should involve City Police
 - City needs comprehensive "Integrated Parking Plan"; needs to include seasonal use of existing facilities.

4. Waterfront District needs some special definitions (wish list) for Waterfront: how seen/experienced from water; marine infrastructure aspects (mooring, storage. Josh suggested Kurt and Steve, as major Waterfront owners, to weigh in. Frankfort should encourage developments that use “green” materials, are self-sustaining.
5. Our “wish list”, however expressed, must mirror Site Development Plan Review requirements. Retro-fit may be needed.
6. General Discussion on the Process:
 - Rather than long list of what we want, go for list of what we don’t want. Will be shorter. Nashua NH has example.
 - Process & language to be collaborative, encouraging, with initial guidance from City Hall on community “wish list & preferences, (maybe a Guide Book”, maybe with example photos, “educate the architect & developer”), involve community at early design stage via Community Preview, with time for change before formal Review hearing.
 - To reflect Community involvement in process, call it “Community Development Site Plan Preview” or some such.
 - Might be instructive for this Committee to do a “trial run”.
7. **Next Steps:** Bruce & Josh will try for meeting with Traverse City Planning Department and report to 2/12/2013 meeting.

Distributed Materials: 1/8/2013 Agenda; 12/11/2012 Meeting Notes: Traverse City Chapter 1346

Time Adjourned: 11.00am