

Minutes Regular Meeting

City of Frankfort Planning Commission

March 10, 2015 @ 7:00 p.m.

Haugen Room, Frankfort City Hall

Call to Order: 7:03 pm

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

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

Motion to approve both sets of minutes moved Fairchild, seconded Storrer. Motion and second withdrawn.

Motion to approve Minutes of Regular Meeting December 1, 2014, all ayes, and motion passed.

Motion to approve Minutes of Regular Meeting January 13, 2015 moved Fairchild, second Stahl, all ayes, motion passed.

Motion to approve agenda with addition of Item # 2 under New Business, Fairchild, second Storrer, all ayes, motion passed.

Public Comments & Correspondence Concerning Items not on Agenda - None

Request to Appear: None

Correspondence received by Don Bondarenko. Motion to accept letter under correspondence, moved Barresi, second Fitzpatrick, all ayes, motion passed.

Reports to the Commission:

Report from the Chair, Cory Bissell - The DDA met with Chip Smith who surveyed the audience about directing the DDA's attention. A draft report on the MP Update and review is being prepared.

Reports from Planning Commission Committees:

Public Facilities – Sam Barresi announced that the committee will reconvene to make final recommendations for improving public facilities and seek grants for implementation.

Master Plan Review/Update 2015 – See Chair Report

Complete Streets Committee – No report

**Report from Zoning Board of Appeals:** Kim Fairchild and Josh Mills will be meeting to review a sign variance for the Shell Station. A discussion about signage and lighting followed.

Report from Lakes to Land organization – No report.

#### **City Superintendent Report:**

**DDA-TIF** – The vision of the board and community seem to be aligned. Priorities are: marketing, promoting, website development (businesses, properties available, etc.). A discussion followed on how to attract more diverse businesses.

**Capital Improvement Plan** – Mills is working on a prioritized list of projects and strategy for how to fund.

**Re-development-Ready Communities (MEDC Initiative)** – The city is one of a dozen communities that made this list.

**Parks and Recreation Master Plan** – The plan has been adopted and approved by the State.

#### **Unfinished Business**

**2015 Master Plan Review:** Chip Smith is creating a draft report on the things that might need to be updated.

#### **New Business**

##### **1. Election of Officers and Representative:**

a. Motion to Nominate Maury Stahl as Chairperson moved Storrer, supported Barresi. Bissell – yes, Kirkpatrick- yes, Barresi-yes; Storrer- yes; Penne- yes; Fairchild- yes. Motion passed.

b. Motion to Nominate Barresi as Vice Chairperson moved Storrer, supported Fairchild. Bissell- yes, Fairchild- yes, Kirkpatrick- yes, Penne- yes, Stahl- yes, Storrer- yes.

c. Motion to Nominate Melina Penne as Secretary moved Storrer, supported Fairchild Bissell – yes, Barresi – yes, Fairchild – yes, Kirkpatrick – yes, Stahl – yes, Storrer – yes. Motion passed.

d. Motion to Nominate Kim Fairchild as Representative to the Zoning Board of Appeals moved Fairchild, seconded Bissell. Motion and support withdrawn.

Motion to nominate Kirkpatrick as representative to the Zoning Board of Appeals moved Barresi, second Stahl. Bissell – yes, Barresi-yes, Fairchild – yes, Penne- yes, Stahl- yes, Storrer- yes. Motion passed.

All of the above nominations were accepted.

**2. Brainstorm session: candidates for open position on Planning Commission**–Pat Storrer's term expires before the April Meeting. Barresi spoke to Tom Kunitzer about the position. Storrer supported the idea.

**Any Other Business/Ongoing Business:** None

**Public Input – Agenda Items Only**

**Sharron May**, Crystal Lake Township suggested publishing a community wish list of business opportunities.

**Mills** - Placemaking Strategy Development Workshop: From Planning to Action! Tuesday May 5, 2015 9-4:30 pm. at Oliver Art Center. Contact Josh Mills for more information.

**Motion for appreciation for Pat Storrer’s hard work and dedication. She has done a lot for the city and the Planning Commission. Thank you for a job well done! Moved Barresi , seconded Penne, all ayes, motion passed.**

**Discussion:** Storrer remarked that she was on the PC for 7 years. Coming from the outside, she’s learned so much and met so many people; she feels she is now part of a town.

**Motion to adjourn Barresi, second Fairchild, all ayes, motion passed.**

**Meeting adjourned at 8:07 p.m.**

**Next Meeting(s):** Regular Meeting: Tuesday, April 14, 2015, the Haugen Room, City Hall, 7pm.

**Commissioner Hand-outs:** (1) Draft Minutes: 1/12/2014 Regular Meeting (2) Draft Minutes: 12/1/2014 Special Meeting