

**Planning Commission  
City of Frankfort  
Draft Minutes  
March 13, 2012  
Regular Meeting**

**Call to Order:** 7pm

**Roll Call and Recognition of Visitors:** Barresi, Bissell, Fairchild, Ogilvie, Penne, Storrer

**Absent:** Campbell

**Public Present:** Bob Dittrich, City Superintendent Josh Mills, Sharron May, pim Dodge

**Quorum Present**

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**Motion to Approve of Minutes of February 14, 2012 Regular Meeting with changes moved Fairchild, Barresi seconded; all ayes; motion passed.**

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**Motion to Approve of Agenda moved Fairchild, seconded Storrer; all ayes; motion passed.**

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**Public Comments & Correspondence Concerning Items not on Agenda:**

**Pat Storrer**, referring to the recently approved change of use, questioned the meaning of “harmonious’ and whether it was transferable.

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**Reports to the Commission:**

- 1) Bruce Ogilvie, Chair
  - a. Complete Streets and Safe Routes to School Access Project for 2012 moving forward and in the final four of grant application process.
  - b. Energy Ordinance: A number of communities, including Traverse City, obtained a substantial grant from ERP and were able to do a number of energy audits. The new TC Saves program in conjunction with TC Light & Power will have a 7% interest cap. A program with Consumer’s Energy is on the drawing board.
  - c. The Medical Marihuana Proposed Ordinance (see Unfinished Business) has been sent to the city attorney.
  - d. **Ogilvie** attended two meetings on Economic Development: one with MSUE with Kurt Schindler and one with The Michigan Municipal League on Economic Development and Energy. Presentations included wayfinding, placemaking, safe streets and access to trails. **Storrer** attended a League of Women Voters presentation on Fracking.
- 2) Committee Reports:
  - a. **Public Toilet Facilities Committee - Kim Fairchild** presented a packet with two surveys, one from the Planning Commission Subcommittee and another from the mayor. A discussion followed about how to proceed. **Storrer** felt that the 5th question added did not fit the 1-5 format. **Barresi** suggested that the direction given was to find out what amenities the public wants and various sites could be further evaluated based on those findings. Funding and location are secondary issues. A wide spectrum of community members contributed to an unbiased survey. **Mills** suggested that the Planning Commission make a motion to recommend that the city proceed with the Subcommittee survey. **Ogilvie** expressed confidence in the subcommittee’s findings and will send a cover letter. **Storrer** asked how the survey will get the input of summer visitors. **Ogilvie** responded that it will be

available on the Chamber and Visitor's Bureau website and sent to guests at Harbor Lights and other places.

b. **Capital Improvements and TIFD (see City Superintendent Report) – No Report**

c. **Master Plan and Zoning Ordinance Review – No Report**

3) **City Superintendent Report: Josh Mills**

- a. **Heniser Development on Main Street** – the unique design for eliminating ice and water between buildings might be adopted in the Zoning Ordinance.
- b. **4G Wireless Broadband – Agri-Valley's** lease is being reviewed by attorney. It is basically a USB port will be able to be purchased and used in the city as well as Charlevoix, Traverse City and areas to the south of us. **Mills** has not heard any updates on the Middle Mile section from Manistee to Charlevoix, which will be an important component for sufficiency. This will be an opportunity for the city to generate a little revenue.
- c. **Zoning Corrections and Amendments** – Mills is considering North city residential minimal heights, maximum roof pitches in all residential sections; revisiting M-22 corridor; carriage houses with detached 2 story garages need massaging; Mills contacted the attorney about enhancing or reducing non-conformity without attaining full conformity.
- d. **Capital Improvements** – from a priority standpoint it's going to be streets, curbing, sidewalks, water, sewer, park and recreation, and public facilities.
- e. **Environmental Remediation at Port City Smoke House** site is at a standstill until weather changes. All the remedial work has been done. The curb, sidewalk and parking lot will be more in compliance with the Complete Streets project.
- f. Bayview Grille - the ball is in their court.
- g. Mineral Springs Park Playground – **Mills** is meeting with **Helen Erginkara** and friends and **Carter's Kids** on the layout. The **Seabury Foundation** pledged \$25,000. June 8 & 9 is the selected build date. There is a change in the federal law. Beach sand is no longer allowed. It has to be wood chips or rubber to be Americans with Disabilities Act compliant.
- h. **Tank Hill Timber Harvesting** is at a standstill. The Tree board is working on a waiver of liability to allow individuals to cut tops and other fallen timber for firewood. Projected revenues will be significantly higher than anticipated.
- i. **Signage and Way-finding** signs will attempt to get visitors onto Main Street as soon as possible coming in from both Elberta and M-115, enhancing the corner at Graceland, 10<sup>th</sup> and Forest. In addition, Main Street can get totem pole signage on corners and kiosks for more specific information about businesses, parks, parking, historical markers.

4) **Zoning Board of Appeals – No Report**

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**Unfinished Business**

**Motion to leave on the table the adoption of the Draft Medical Marihuana Ordinance following a public hearing, pursuant with established procedures moved Storrer/Ogilvie and tabled at February meeting moved Barresi, seconded Storrer, all ayes, motion passed.**

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**New Business**

**Election of Officers and Representatives – Pat Storrer.** No report from nominating committee.

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**Motion to Open Nominations for Planning Commission Chair moved Storrer, seconded Barresi, all ayes, motion passed.**

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Motion to Nomination for Pat Storrer as Vice-Chair moved Fairchild, seconded Bissell. Storrer declined the nomination.

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Motion to Nominate Sam Barressi as Vice-Chair moved Ogilvie, seconded Storrer, all ayes, motion passed.

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Motion to Nominate Melina Penne as Secretary moved Ogilvie, seconded Fairchild, All ayes, motion passed.

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Motion to Nominate Kim Fairchild Representative to the Zoning Board of Appeals moved Bruce Ogilvie, seconded Barresi, all ayes, motion passed.

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Motion to establish a Signage and Way-finding Committee moved Fairchild, seconded Bissell, all ayes, motion passed. Kim Fairchild was appointed chairperson and Cory Bissell was appointed to the committee which will also consist of a City Council member and a business committee member.

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Motion to recommend that the Frankfort City Council approve and adopt the Planning Commission Subcommittee Public Facilities Survey for purposes of gathering information relating to public restroom standards moved Fairchild, Storrer seconded, all ayes, motion passed.

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[Or per Ogilvie: Motion to forward the recommended Planning Commission Subcommittee Public Facilities Survey to The Frankfort City Council for approval and adoption or See Pat Storrer for specific wording].

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#### Public Input – Agenda Items Only

pim Dodge, 649 Crystal Dr. remarked on signage coming down from the archway. The new condos look fabulous but the building that sells antiques has piles of stuff in the yard that need to be cleaned up.

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Motion to adjourn moved Fairchild, seconded Storrer, all ayes, motion passed

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Meeting adjourned at 8:25pm.

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#### Next Meeting(s):

1) Regular Meeting: Tuesday, April 10, 2012, the Haugen Room, City Hall, 7pm  
Commissioner Hand-outs: Draft Minutes: Regular Meeting of 2/14/2012; 2 versions of City of Frankfort Restroom Survey, one from Mayor Johnson and one from PC Public Toilet Facilities Committee