

City of Frankfort Planning Commission
Draft Minutes
April 12, 2016 Regular Meeting
5:30 P.M. Haugen Room, City Hall

Call to Order: 5:42 p.m.

Roll Call: Barresi, Bissell, Kirkpatrick, Kunitzer, Stahl; Penne excused. Fairchild absent. **Quorum present.**

Recognition of Visitors: Alma House, Joanne Holwerda, Josh Mills (City Superintendent), Sharron May (Recording Secretary)

Approval of Minutes: Motion to approve Regular Meeting, January 12, 2016 – no minutes.

Approval of Agenda: Motion to approve agenda moved Bissell, seconded Baressi, all ayes, motion passed.

Public Comments & Correspondence Concerning Items not on Agenda: None

Reports to the Commission:

1. **Report from the Chair, Maury Stahl** – No report
2. **Reports from Planning Commission Committees:**
 - a. **Public Facilities**, Sam Barresi reported that there was a meeting w/ the DDA Parking Subcommittee who made recommendations to the City Council to not allow RV boat/trailers from beach to everything west of 8th St. and on Saturdays 9AM – 2PM Farmer’s Market parking. The Council approved and will write an ordinance. The committee is exploring a central pay station like at Empire Beach. A joint Presentation w/ the DDA will be on April 11th at 1:30 p.m.
 - b. **Master Plan Review/Update 2015** – Josh Mills discussed the need to address some items in the signage ordinance.
 - c. **Complete Streets Committee** – Melina Penne – No report. Stahl asked Mills for an update on the status of Graceland’s silos.
3. **Report from Zoning Board of Appeals:** Susan Kirkpatrick and Josh Mills – No report.
4. **Report from Lakes to Land organization** – Josh Mills The Benzie County BOC has developed a partnership with the Alliance For Economic Success in Manistee. Mills will be submitting some project proposals. The L2L Farm and Food System Project will be launching their first project, a Farm To Resource Directory that will be accessed through the Taste The Local Difference website and Guide.
5. **Report from Parks & Rec Committee** – Melina Penne and Josh Mills – No report
6. **City Superintendent Report:**
 - a. **Portland Builders Update** – They have gotten their project down to \$100/square ft. A start date has not been finalized.
 - b. **Harbor Lights Update** – Pre-Sales have not gotten to the level to proceed yet.
 - c. **Dilapidated Building at Hall and Park View Lane** (Construction Board of Appeals) – a dangerous building citing was issued to the owner; he took care of some issues, one building is going to be torn down and the other property was put up for sale. Mills will be researching the structure in the Industrial Park. Within 30 days of formal condemnation it will have to come down.
 - d. **7th Street Beach** – Mills has been meeting with Crystal Lake Watershed Association to partner on the redesign of the beach area utilizing a \$200,000 donation. A rain garden and swale will be designed and used to model best practices of surface water runoff. Other features will include a knee wall to reduce blowing sand, bench, crosswalk, diving raft, lighted buoys, pavilion, fire pit and picnic areas. They are working on the parking layout. The beach’s joint-owner, Crystal Lake Township, will contribute the top paving of Bellows Ave. from South Shore to Thomas Rd.
 - e. **Market Square Park Restroom** – a grant was submitted to the DNR for a universally accessible unisex bathroom with storage and a roof overhang for bad weather.

- f. **Market Square Park Basketball Courts** – a grant was submitted to Rotary Charities that was declined. The grant was to add a second court, trashcans, convert lights to LED and perhaps a sealer for court longevity and appearance. The goal is to have a community park for all ages.
- g. **DDA-TIF** is expecting \$11,000 the first year from 2 property sales. A budget is being created and a grant being sought for a marketing strategy and website development.
- h. **Capital Improvement Plan** – This is the one thing preventing us from being a Redevelopment Ready Community. Mills would like for it to be very detailed.
- i. **Benzie Bus Shuttle** – Mike Elwell of Port City Smokehouse and the DDA has been meeting with Bill Kennis of The Benzie Bus. The Benzie Bus is willing to try the summer bus again for employee use if seed money is contributed by the city or DDA to make it successful.
- j. **RV Trailer Parking** – See report under 2a. Public Facilities
- k. **Community Center** – The city has a lease arrangement with the Crystal Lodge. The Rotary and Lions Club are interested. It will have community kitchen and a space that can accommodate 200 people (weddings, etc.). The lower level would have public space for meetings and incubator office space.
- l. **Crowd-funding** – Mills says that it ties into everything. The Park and Rec projects have all come from donations and grants. Programs with MEDC can establish a match. A program could be tied in with the new website to tell a story that inspires people to donate money to enhance the community, such as the lighthouse. A discussion followed about the need to come up with a naming policy.
- m. **Other** – The Coast Guard Optimization and Seasonalization plan caught Mills off guard. The plan will require coast guard staff commuting from Ludington or Manistee. Mills is hoping to generate a Letter of Support, citing activities than might not be realized such as winter surfing.

Unfinished Business

1. **MAP Membership Update** – 2 memberships to the Michigan Assn. of Planners was approved by the Council.
2. **Heffren Hill/Michigan Avenue Options** – Kunitzer submitted suggestions for improvements to make Heffren Hill and Michigan Avenue safer, including one-way traffic flow going uphill, marked pedestrian walkway, improved signage and making a portion of the road seasonal. It is being discussed at the City Council. While there haven't been any accidents, there was agreement that it was dangerous.

New Business

1. **Facilities Subcommittee Recommendations – Discussion and Potential Action** – A draft was submitted of the recommendations from the Facilities Subcommittee and representatives of the DDA regarding RV parking and restrooms. The next Facilities Meeting is May 10 at 10:00 a.m.

2. Election of Officers and Representative:

- a. **Motion to Nominate Maury Stahl as Chairperson:** Moved Barresi, supported Kunitzer, all ayes, motion passed.
 - b. **Motion to Nominate Sam Barresi as Vice Chairperson, Melina Penne as Secretary and Susan Fitzpatrick as Representative to the Zoning Board of Appeals** moved Bissell, supported Barresi. Role call vote with all ayes. Motion passed.
 - c. **Motion to amend motion to include acceptance of nominations** moved Bissell, supported Barresi, all ayes, motion passed.
3. **Motion to excuse Melina Penne due to family emergency** moved Barresi, supported Fitzpatrick, all ayes motion passed.

Public Input – Agenda Items Only

Joanne Holwerda reported on the meeting with the Coast Guard and community concerns. A resolution will be drawn up for all surrounding lakeshore communities. Senator Peters' office has been very responsive and encouraging. He is on the Homeland Security Committee. She brought a draft of a study done by a third party without ever visiting the community.

Sharron May, Crystal Lake Township recommended putting rip tide brochure w/ instructions on the inside of restroom stall doors and walls, like the plexi-glass Wherever U-Go signs.

Any Other Business/Ongoing Business, Comments, etc: Minutes briefs for Commission, General Discussion/Braining Storming – None.

**Motion to adjourn moved Barresi, second Bissell, all ayes, motion passed.
Meeting adjourned at 7:56 p.m.**