

**City of Frankfort Planning Commission  
Agenda  
April 14, 2015 Regular Meeting  
7:30 PM Haugen Room, Frankfort City Hall**

**Call to Order:** 7:05 p.m.

**Roll Call:** Barresi, Bissell, Fairchild, Kirkpatrick, Penne, Stahl, 1 vacancy. Quorum present.

**Recognition of Visitors:** Josh Mills, City Supervisor, Sharron May, Recording Secretary

**Motion to approve Minutes of Regular Meeting, March 10, 2015 moved Fairchild second Bissell, all ayes, motion passed.**

**Motion to approve Agenda moved Fairchild, second Barresi, all ayes, motion passed.**

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

1. Request to Appear: none
2. Correspondence: none

**Reports to the Commission:**

1. **Report from the Chair:** Stahl reported that there might be a candidate to fill the vacancy from Pat Storrer.
2. **Reports from Planning Commission Committees:**
  - a. **Public Facilities** – Sam Barresi is beginning to contact those who have participated in the past to attend a meeting. Stahl and Fitzpatrick volunteered to be on that committee. For the future they would like to look at a long range strategic plan for grant opportunities to improve, remodel or rebuild over a number of years. Mills added that the CIP would include funds for that.
  - b. **Master Plan Review/Update 2015** – a volunteer is needed to chair that committee. Chip Smith is working on revising some of the obvious things along with the DDA TIF plan.
  - c. **Complete Streets Committee** – Melina Penne – no report
3. **Report from Zoning Board of Appeals:** Susan Kirkpatrick attended her first ZBA meeting where Schmuckal Oil signage was considered. The board wanted additional clarification from the Planning Commission on signage, including the apparent need to require an additional set of requirements for gas stations and supermarkets. Perhaps there is a need to address LED lighting, font size, standardization as Frankfort continues to grow and to ask our consultant to include a goal of addressing signage in the Master Plan update. Stahl added there would also be a need for an Ordinance change as well. Discussion about the need to be prepared for a possible short term 'extreme' promotional antics and lighting.
4. **Report from Lakes to Land organization** – Josh Mills is on the board of the 501c3 that will help municipalities find funding for community projects. Donations can be made on specific projects. Tim Ervin of AES is well connected and experienced at finding funding for projects.
5. **City Superintendent Report:**
  - a. **DDA-TIF** – Chip Smith is working on this along with the Master Plan update. May 4 is the next DDA meeting. Mills will be meeting with Bill Kennis of the Benzie Bus about facilitating shuttle service for employees. Kirkpatrick asked if they were considering including incentives.
  - b. **Capital Improvement Plan** it is being updated and will be all-inclusive with estimates. There is a donor for the skate park and the 7<sup>th</sup> Street Beach. Discussion about drainage issues and appealing

to the Watershed association. The donated funds should accomplish the drainage issues and parking lot improvements. If there are additional funds, they will look at improvements such as landscaping, floating raft, etc.

- c. **Re-development-Ready Communities (MEDC Initiative)** – It's a done program as long as we adopt our Capital Improvement Plan. All the key ingredients are hinging on that.
- d. **The Parks and Recreation Master Plan** was approved by the State of Michigan
- e. **Other** – we are going to be busy. Business as usual is great. Hotel Frankfort is going to get all the vegetation out with stamped concrete, onsite drainage and an outdoor lounge area. They are working on a site plan for that. They will be required to erect a 3 ft. fence. The city is also talking to Cru about piloting an outdoor seating area on city property. Some businesses are considering expansion. Discussion about geese control.

#### **Unfinished Business**

- 1. **Master Plan progress update** – See City Superintendent report.
- 2. **RFP for new Zoning Attorney** – Mills will forward an electronic copy of the RFP for input.

#### **New Business**

- 1. **Review/Update By-laws** – Stahl got MSU recommendations on bylaws.

#### **Public Input - None**

#### **Any Other Business/Ongoing Business**

**Reports to City Council** - Stahl asked about the need for a summary for the City Council. Mills usually does that in his report, breaking down the agenda and reporting on each topic, including motions. **Beach Wedding Fees** - Mills is going to ask the city to increase the Beach wedding fees to \$150. Discussion about Planning Commission vs. administrative authority when changes are made to approved site plans.

**Motion to adjourn** moved Fairchild, seconded Barresi, all ayes, motion passed. Meeting adjourned at 8:09 P.M.