

Planning Commission
City of Frankfort
Draft Minutes
April 8, 2014
Regular Meeting

Call to Order 7:05 pm

Motion to appoint Pat Storrer as interim secretary moved Ogilvie, seconded Barresi, all ayes, motion passed.

Roll Call: Barresi, Bissell, Campbell, Fairchild, Ogilvie, Storrer. Penne arrived at 7:15 p.m. Quorum present
Staff: Josh Mills (City Superintendent)

Recognition of Visitors: Sharron May

Motion to approve minutes of Regular Meeting, March 11, 2014 moved Ogilvie, seconded Fairchild, all ayes, motion passed.

Motion to approve minutes of Special Meeting March 25, 2014 moved Barresi, seconded Ogilvie, all ayes, motion passed.

Motion to approve agenda moved Storrer, seconded Barresi, all ayes, motion passed.

Public Comments & Correspondence Concerning Items not on Agenda: see Public Procedure on back of Agenda

1. Request to Appear: none
2. Correspondence: Letter of April 1, 2014 from Don Bondarenko with other Zoning Ordinance corrections. Letter from Notice of Public Hearing by Dept. of Environmental Quality'

Public Comments:

Sharron May, 904 Adams Rd. sent email correspondence on April 2, 2014 to Penne, Storrer and Bissell but it was not received. She will resend the email and summarized her comments on the Zoning Ordinance. 1. Section 8206 Urban Ag: Mr. Holmes brought up some valid points regarding species; however, in general the ordinance is a good first step towards giving people more freedom. The 20,000 sq. ft. per goat requirement may be overly burdensome and restrictive and depends on many variables. What might be more relevant are adequate fencing, pens, shelter and a well-designed site plan review process. In recent court cases, the Right To Farm Act (RTFA) has trumped local zoning ordinances. Kurt Schindler is a good resource. There were some erroneous facts presented at the last meeting about deer processing: game and livestock for personal consumption does not need to be processed in a state or federal facility. It is only required for commercial purposes.

Discussion about space requirements and what May thought was a good number of goats (3). Ogilvie has checked with Kurt Schindler and they may be in violation of some parts of the RTFA. It needs to be a commercial activity for the RTFA to be applicable.

Reports to the Commission:

1. **Report from the Chair:** No report
2. **Committee Reports:**
 - a. **Kim Fairchild: Signage/Wayfinding Committee** – No report
 - b. **Cory Bissell: DDA/TIFD/Capital Improvements** – No report
 - c. **Pat Storrer: Zoning Ordinance Review Committee-** Deferred to Ogilvie for latest corrections. Chip Smith and Ogilvie have reviewed all the questions during the Public Hearing and each item that required a change was addressed. Details can be found in the attached 3/26/14 Memorandum. On March 25th the acre definition was changed to square feet.
 - d. **Sam Barresi: Public Restroom Facilities Committee/Parking/MSU Practicum Intern Report/Recommendations-** Barresi urged the committee to work closely with Mills to keep the survey moving and tallying the results. The survey is online and takes about 10 minutes. It is due by May 5. There are hard copies at City Hall and the Library. The survey will go in the water bill and is on Facebook. Discussion about conflicting reports of the closing of Frankfort Building Supply. The committee has been on hold until the survey is completed.
3. **City Superintendent Report:**
 - a. **Project Status: Complete Streets and Safe Routes to School Access** – waiting on notice to proceed from MDOT. The groundwater in some areas is very bad.
 - b. **DDA** – primary goals for next meeting is to issue out assignments, such as TIF plan, an inventory of existing goods and services, brainstorming new enterprise recruitment. **Barresi** hopes that the DDA and Chamber will get behind the parking issue and shuttle to free up parking. Barresi talked to Steve Christian at Dinghy's about employee parking and the idea of a shuttle system. **Mills** – there will be a separate Parking/Transportation committee. **Ogilvie** - the DDA board needs to take on the responsibility of being good representatives, such as complying with snow and ice removal requirements. **Mills** – upkeep was a challenge and very costly this winter.

- c. **Energy Efficiency Audit** – it is completed and will be forwarded to the Planning Commission for review. It is lengthy. A hard copy will be at the library. All the City facilities, Benzie Shores District Library and the Village of Elberta were included. Ogilvie added that T.J. Brown sent word that the City has been approved for a matching grant.
 - d. **Grants** – Mills is working on proposals to convert streetlights to LED; Lockhart field bleachers and lighting, the Recreation Center; possible public restrooms and Cannon Park landscaping; 7th St beach facility overhaul; and M-22 streetscape and water main replacement.
 - e. **Re-development-Ready Communities (MEDC Initiative)** – We were not selected but scored high enough to be included in some activities and re-evaluate after the CIP is done.
 - f. **Public Hearing DEQ** – 6:30 p.m. Thursday 4/17/2014 at the Government Center in Beulah. Tobin site surface water management – it has retention basins and mirrors what the city did at 8th Street. It is out of the city's realm. Mills will get the detailed drawing and look at long term maintenance and storm water control. Ogilvie expressed concerns over Lake Street deceleration and run off. Mills is not that concerned because the best way to treat storm water is to discharge it into a wetland. Ogilvie asked Mills to review the statutes about permits being pulled and maintained. Mills has not seen the water and sewer plan and they have to review it first. Mills last calculation was that it is 75% open space with 42 units, 12 on the waterfront side. According to Ogilvie they will just conform to the PDOD Overlay District.
 - g. **Forthcoming project Dinghy's Restaurant Addition** to add on a cooler in the back is postponed until after Labor Day. They exceed what was approved for parking.
4. **Zoning Board of Appeals:** Kim Fairchild and Josh Mills – two variance applications pending: Ron Beyette's house to remove existing open porch and replace with a covered porch. It will require a setback variance. The other one is corner of Michigan and Pine Lane for a second story and covered porch with attached garage.

Unfinished Business: None

New Business

1. Committees of the Planning Commission:

Motion to open discussion moved Ogilvie, seconded Fairchild, all ayes, motion passed.

Discussion: The intent is to align the PC 2014 Stated Goals with Committee Structure

2. Present Committee Names, as above under "Committee Reports"

1. Suggested 2014 Committee Structure and 2014 Goals (from 2013 Annual Report):

i. Master Plan and Zoning Ordinance Review Committee –

- 1. 2014 Goal, to recommend corrections and clarifications of 2010 Master Plan (required every 5 years, due by April 2015) and to the 2014 Zoning Ordinance.

Discussion: the preparation is a series of conversation about the Master Plan (MP) leading up to a series of questions for the public at large raised at a public hearing and taking comments. Then determine if the MP needs to be amended. **Recommendation to maintain a Master Plan and Zoning Ordinance Review Committee.**

- ii. **Downtown Development Authority (DDA) Committee** – 2014 Goal, to work with Downtown Development Authority on Capital Improvement Plan (CIP) requirements in the DDA district. The DDA is now formed; Chair Bissell is the PC representative on the DDA and the DDA Vice-Chair. Is a Capital Improvements Committee still needed? Discussion: Most of the recommendations should come from the DDA, Recreation Dept. and streets. **Recommendation that the DDA be an advisory to the PC which is the advisory to the City Council regarding the CIP.**

- iii. **Lakes to Land Regional Planning Initiative** – 2014 Goal, to continue active involvement with, and participation in, the Lakes to Land Regional Planning Initiative. Not a committee. **Recommendation that Ogilvie remain as the PC representative and continue to participate in significant projects.**

- iv. **Signage/Wayfinding Committee** – No specific goal listed for 2014. Is Committee still needed? The way-finding for M-22 will be wrapping up soon. Mills will be working on decorative, regulatory street signage. **Recommendation to not keep this committee.**

- v. **Transportation Committee** – 2014 Goal, to review the impact of Safe Routes to Schools and Complete Streets Statutes due to the completion of the Safe Routes to School grant. Specific issues include Sidewalk Ordinance for maintenance and clearance requirements, and installation of Safe Pedestrian Crosswalks at intersections and trail crosswalks with stripping and signage. Discussion: Is this a separate committee? Safe Routes is done. We need to work on Complete Streets and recommendations from the MSU Practicum Report. **Recommendation to change name to Complete Streets Committee.**

- vi. **Public Facilities Committee** – 2014 Goal, to complete the required Parks and Recreation Master Plan for the City of Frankfort. Is this a PC function, or is it part of Public Facilities function, or neither? 2014 Goal, Public Facilities and Park improvements include toilet improvements and new beach vicinity and environs parking regulations. Is this one Committee or two? **Recommendation: The Public Facilities Committee will include transportation such as parking and shuttle.**

- vii. **Education and Outreach:** 2014 Goal, Encourage the education of commission members and zoning board of appeals members in the programs of continuing education provided by the Michigan State University Extension and Land Use Policy Departments, particular attention to the Citizen Planner curriculum and the programs of the Michigan Chapter of the American Planners Association. 2014 Goal, Attract new members of the public to the work of the Planning Commission. Discussion: Some Planning Commissions include the requirement to complete the Citizen Planner curriculum within one year and you may be removed if you do not. Not in the bylaws at this point. Attracting new members is difficult. **Recommendation: to speak positively about serving on the Planning Commission. No committee was recommended.**

Motion to close discussion on committees and move forward with appointments moved Ogilvie, seconded Fairchild, all ayes, motion passed.

Bissell appointed Pat Storrer to chair the Master Plan and Zoning Ordinance Review committee, all ayes, motion passed; motion passed.

Bissell appointed Melinna Penne to chair the Complete Streets Committee, all ayes, motion passed.

Bissell appointed Sam Barresi as chair of the Public Facilities Committee, all ayes, motion passed.

2. Committee Volunteers and Appointments

- a. Master Plan & ZO Review Committee-Storrer, Bissell, Ogilvie
- b. Complete Streets Committee-Penne, Fairchild
- c. Public Facilities Committee-Barresi, Fairchild, Ogilvie.
- d. Mills- ex-officio on all committees.

Public Input – Agenda Items Only

Sharron May – Education: consider reviewing your bylaws for education component as an agenda item; Outreach: consider a requirement of at least one citizen on each committee. Urban Ag: Look into using “Animal Units” as a measurement for space requirements.

Any Other Business/Ongoing Business: None

Motion to Adjourn moved Fairchild, seconded Ogilvie; all ayes; motion passed. Meeting adjourned at 9PM.

Next Meeting(s): *Regular Meeting: Tuesday, May 12, 2014, the Haugen Room, City Hall, 7pm.*

Commissioner Hand-outs: (1) Draft Minutes: 3/11/2014 Regular Meeting and Special Meeting 3/25/2014 (2) Final ZO Corrections resulting from 3/25/2014 Special Meeting