

**Planning Commission
City of Frankfort
Draft Minutes
April 9, 2013
Regular Meeting**

Call to Order 7pm

Roll Call: Barresi, Bissell, Fairchild, Ogilvie, Penne, Storrer (no vacancies)

Absent: Campbell

Recognition of Visitors: Alma House, Arlene Olsen, Bob Dittrich, Suz McLaughlin, Jim Laarman, Rev. Steven B. Thompson, Harry Bannister, Paul Taylor, Tom Kunitzer, Jim Barnes, Superintendent Josh Mills, Sharron May

Quorum present

Motion to approve Minutes of Regular Meeting March 12, 2013: moved Storrer; seconded Barresi, all ayes, motion passed.

Motion to approve Agenda: moved Storrer seconded Fairchild; all ayes, motion passed.

Public Comments & Correspondence Concerning Items not on Agenda:

Suz McLaughlin, 670 Crystal Ave. wondered if we have a nuisance ordinance. Those words were used frequently in conjunction with Jim Barnes' solar project. I assume there is a basis for those concerns.

Mills – yes, we have noise, blight and other general nuisances addressed in several ordinances and municipal codes.

McLaughlin – was looking for ordinances concerning private property vs. condemned buildings. She found a nuisance ordinance in TC. How are you addressing it?

Mills- we do have a dangerous building ordinance that deals with nuisances as well and that's how we facilitate the condemning process.

McLaughlin - This seemed to be more about trespassing on private property and safety issues.

Ogilvie – it is declared to be a nuisance if it is offensive to the public health, safety and welfare.

McLaughlin – that's a pretty broad term.

Ogilvie – It is. The law says that anything that infringes on the health, safety and welfare that is a nuisance, per se.

Reports to the Commission:

Report from the Chair: Bruce Ogilvie: The Annual Report for 2012 – will come under New Business. **Ogilvie** reported a 73-100% attendance rate for Frankfort's Planning Commissioners. **Ogilvie** read the conclusion of his report. The rest of his work this month has been related to the Medical Marihuana Ordinance and first two sections of the Alternative Energy and Energy & Conservation Ordinance. There will be a public hearing on the Medical Marihuana Ordinance and the first draft of the Alternative Energy Ordinance.

Committee Reports:

- a. **Kim Fairchild: Signage/Wayfinding Committee** – no report
- b. **Cory Bissell: DDA/TIFD/Capital Improvements** – There will be a public meeting on Monday, April 15 at 7PM with the City Council. There will be a community discussion on the two mills, which will be wiped out of the ordinance, and on the makeup of the board.
- c. **Pat Storrer: Zoning Ordinance Review Committee** (see Meeting Notes 3/13/2013) – There is another meeting tomorrow at 9AM at City Hall. Committee is working through the concern over the character of Main St. They are going to come up with a plan regarding the various issues, additional information and procedures that may be required for the pre-application process.
- d. **Sam Barresi: Public Restroom Facilities Committee** – The MSU report is due and once it's out we will pull the committee back together to look at the results and other feasibilities.

City Superintendent Report:

- a. **MSU Practicum Intern** – Mills received final version. The Comment period is over. On Friday, May 6th 9-12, the MSU team will present their recommendations to the community.
- b. **Complete Streets and Safe Routes to School Access Project for 2012**, project status – Mills met with officials at MDOT and Abon Marche. They will work with us on 11th Street sidewalks. Mills will try to set aside funds to re-do the intersection. We are at a disadvantage due to a population shift and revenues shifting from homestead to non-homestead residents.
- c. **DDA-** there will be a public meeting to finalize it.
- d. **“Recreation” Center**, status – Mills will meet with City council to finalize lease.
- e. **Compliance on 629 Forest and 1335 Hall properties**, and garage at Anchor Place Alley, east of 9th - Mills will be sending a letter to finalize their dialogue and come to a resolution.
- f. **Wi-Fi Grant** – Mills will be meeting with consultants to finalize a draft RFP. The target is July 4. Currently we are live around City Hall. Mills has the passwords. The backbone technology will be put into place so that surveillance and a web cam can be used to accommodate future surveillance.
- g. **Status of Brew Pub and Fusion projects** – The Brew pub project is going well. The Fusion project was deemed unaffordable after their meeting with the Building Department and they are now considering an open porch, which will require a new site plan review.
- h. **Other** – The city was awarded \$2.4 million for emergency dredging. Mills has been working with state officials to dredge the marina and channels associated with it, but they aren't on board with dredging the channels.

Zoning Board of Appeals – Kim Fairchild – at the last meeting, a parking variance was approved for The Maples.

Unfinished Business -

1. **Preliminary Site Development Plan Review Concept:** This is still in (Zoning Ordinance Review) Committee, so was not brought off the table tonight.
2. **Medical Marijuana Ordinance (see #2 below)**
3. **Determination of “Unclassified Uses Ordinance 8023.23 for 823 James Street (see #3 below)**

2. Medical Marijuana Ordinance:

- a. **Motion to open Public Hearing on Draft Ordinance for Medical Marijuana in Frankfort: moved Barresi, supported Storrer; all ayes; motion passed.**

Public Hearing Discussion: **Ogilvie** explained the format and gave a thumbnail overview. He explained that the Planning Commission deals only with the land use aspect of the issue. They cannot deny an individual the ability to have a caregiver facility. There is only one location outside of the 1000 ft. school drug-free zone area - a 200 ft swatch along Bridge Street. For 1750 X 250 feet, someone could potentially establish a caregiver grow facility and the Planning Commission must allow for that land use. **Ogilvie** read the preamble of the Michigan Medical Marijuana Act. The Planning Commission is following the strict letter of the statute and standards of the act. As long as there is compliance, they cannot expand it or create an immune zone. They will take no position in regards to specific enforcement applied by state or federal law. They are only concerned with a land use that includes a Medical Marijuana facility grown by one caregiver. One caregiver may have 5 registered patients besides themselves and no more than 72 plants and 15 total ounces. As long as it operates within those parameters they are meeting the requirements. It must be secure, no outside growing. Building codes and any other statutes will be enforced. The City administrator must maintain a registry of caregivers. It is **not** subject to FOIA but not the names of patients according to HIPPA protocols. If any violations, there is a provision that says it will be closed. The wastewater effluent and refuse disposal will be strictly controlled. Attorney Doren reviewed the Ordinance. This is a public hearing. The Draft Ordinance has not been approved and has not been forwarded to the City Council for action.

Public Input:

Jim Laarman, Crystal Lake Township– what center do you measure 1000 ft. from a school.

Ogilvie: The outer boundary of the school district.

Laarman - Is there a fee for the permit?

Ogilvie- that will be established. The only industrial and entrepreneurial section is right up against Bridge St. On the other side of Bridge Street is all residential (i.e., **Crystal Lake Township**). We have asked CLT to become part of the city a number of times but so far they haven't (laughter).

Alma House, 221 Michigan Ave – is this required?

Ogilvie – over 200 municipalities have enacted Zoning Ordinances regarding Medical Marijuana.

Barresi- in TC some had storefronts and this is designed to prevent that.

Ogilvie – this does not allow this to be a distribution center.

Rev. Steven B. Thompson 1136 Michigan Ave in Benzonia – have a deep love for Frankfort and Elberta. I'm not an attorney. I read through the draft to get the gist of it. I liked the preamble but because I'm not an attorney I forwarded it to three of them who specialize in cannabis law. Matthew Able on the Detroit Cannabis Council specializing in cannabis law; Michael Corman, executive head of Medical Marijuana Act in Michigan. John Turduski in Lansing and Karen O'Keefe in Washington, D.C. and author of Medical Marijuana Act #1. They feel that what you are trying to do is regulate private caregivers and patients within the city of Frankfort. When I'm speaking of private, there is no business model. You can have growers consuming for their own privacy. They feel if this ordinance were passed the way it is written it would open **Frankfort** up for litigation. They ask to remind you of the recent McQueen ruling in Mt. Pleasant that states that any commercial operation was illegal. There are several dispensaries throughout that are still operating. Grandfathered in even though the Supreme Ct. says it was illegal, with 3 right in TC. They recommend letting the moratorium expire and could help encourage the introduction of the bill. The 4271 Provisioning Center Act is well worth the read and will be a model to pattern after. It leaves it up to the municipalities to decide whether they want to have one or not.

Ogilvie – requested that the attorneys put their names on a letter to that effect

Fairchild- so what you're saying is that if we passed this it would be overturned. But this is not about provisioning centers, it is about a caregivers. That's a separate issue.

Ogilvie – I would like to have the attorneys help me do a better job

Mills – has there been any discussion with state legislators about the state of Michigan becoming the primary facilitator similar to how they used to do with liquor stores?

Thompson – One legislator tried to limit sales to 12 facilities until it was shown that he and his family owned them. If you take the time to read HB 4271, it addresses that by taking care of their "overstock". You probably have people growing; if they were selling it and becoming a dispensary storefront or home business, then they are in violation of the law.

Ogilvie – one of the issues that cannot be addressed by the act is if these people are growing plants for themselves, the land use policy of the City of Frankfort is that it meets the requirements of the MMA. It must be enclosed, etc. If we were to pass this ordinance to the city council if they were found growing MM in their north city residential they would be in violation of the ordinance on a land use basis.

Laarman – is there a limitation on potency? Like 100 proof?

Thompson – you're talking about higher THC content. HB 4271 does address this with testing by a lab for impurities and potency so they will know what they are getting.

Storrer- If we pass this ordinance and then HR 4271 is passed, I think we have it covered in that the act will apply anyway.

Ogilvie - We will sweep any changes into our ordinance. The attorneys are saying there is a structural defect. I want a letter to send to Doren (city attorney).

Thompson- HB 4371 **4271** complements the act. Many patients can't grow their own and this provides safe access.

b. Motion to close Public Hearing on Draft Ordinance for Medical Marijuana in Frankfort: Moved Fairchild supported Bissell. All ayes. Motion passed.

c. Motion to TABLE the motion to Approve (or Approve with Modifications, or Not Approve) the Draft Ordinance for Medical Marijuana until the next Regular Meeting, May 14, 2013: moved Storrer; seconded Ogilvie; all ayes; motion passed.

Discussion: **Barresi** suggested that several attorneys have given their opinion and opinions can differ. He recommended thorough research before making a determination including specifics to justify their position.

3. Determination of “Unclassified Uses” Ordinance 8023.23 for 823 James Street

- a. **Motion to bring off the table Motion (tabled 3/12/2013) to approve proposed solar panel installation at 823 James Street as an “Unclassified Use” in terms of Ordinance 8023.23: Moved Fairchild supported Storrer; all ayes. Motion passed.**

Discussion: **Ogilvie** handed out the revised drawings with a 60-degree pitch vs. 30 degree. The 60 degree pitch comes 6 ft. off the ground and will go from eave to eave on south facing side of the gabled end of the garage from east eave to west eave.

Discussion about whether eave would extend beyond the garage.

Ogilvie says that the issue is the nuisance with the unusual circumstance of someone wandering across the yard, putting the owner and perhaps the Planning Commission in a position of liability. He suggested some kind of barrier so that no one could walk into the projecting device.

Barnes explained that there are garden beds that come off 3 ft 3 inches off of the garage and are under the solar array and garden beds 39” in width. That garden bed will act as the barrier.

Storrer: how high is the vegetation in the garden beds?

Barnes: They are seasonal garden beds; not very tall – at the moment they are annual garden beds and herbs. He offered to plant a shrub on either corner of that garden bed, perhaps that that it would not exceed the eave line. Fairchild suggested elevated garden beds.

Mills suggested the use of rocks to delineate the garden bed.

Ogilvie read the preamble to the draft Alternative Energy Ordinance that emphasizes that the first step to any program is conservation and requires an Energy Conservation Audit. He also asked about the Feed-In Tariff.

Barnes explained the difference between net-metering and feed-in tariff. Detroit DTE was mandated by PA 625 to make their ratepayers more energy efficient. Two years ago he had an energy audit conducted by Rick Evans and DTE gave him \$150 rebate on the \$500 audit. His report told him those things that would give him the quickest return and he did those things 3 years ago. His house was weatherized; he replaced his appliances for more energy efficient appliances. He is down to 250 kw hours a month. His 1000 kW array should generate 3500-4000 watts per day that will probably reduce his use to 125 kW hours a month. He also has low-flow showerheads, dual flush toilets and an energy-efficient furnace.

Ogilvie asked Barnes if he had a chance to read the ordinance.

Barnes affirmed and supported the principles.

Ogilvie: you are the poster boy for what I was writing to approve of. The issues we are facing are probably small, but we have more proposals emerging. I want to be in a position to encourage this but not where we are funding a commercial thing on a residential plot. **Barnes:** That depends upon whether or not it is a grid-tied system and the utility provides for that no system ever exceeds 95% of the historical consumption of the home.

Ogilvie: you did not provide us with the electrical conduit and how it was going to be grid-connected and the whole site plan for what we are supposed to be looking at.

Barnes- I haven't pulled any permits yet but will pull a permit as a contractor and Jeff Stratton will pull a permit to go underground and travel roughly 30 feet underground to the east side of the house.

Tom Kunitzer 31 Winnebago – seeing that this installation gives power back to the grid not to the house, it becomes a small generation plant – a commercial operation - in a residential area.

Barnes – It's a 12-year contract. Consumer's Energy was mandated by law to offer an incentive to their ratepayers to install this to comply with the renewable portfolio of 10% by 2015. This feed-in tariff program is being offered in many places to stimulate growth of renewable energy. You're right; it is basically a generating plant. After 12 years it goes to a net-metering program and any excess will be sold back to the utility. Technically, I would have to agree with you.

Kunitzer- If I was to take that and expand it, this is a small scale but the next one could be bigger, and the next one even bigger.

Mills – you could argue that it's a home-based business

Barnes- you're thinking wholesale where you sell it at a retail price. But they are buying it at a premium and are being forced by the Public Services Administration to do it. Most utilities are reluctant to do it.

Fairchild commented that it could be considered a residential business. What if the next person wants to put in 18 panels, then 26 panels? I don't see a problem with that. We're trying to promote energy conservation and generation, not get in the way.

Barnes – I was part of an advisory committee that made recommendations for RE zoning in the city of TC. There's a balance that has to be achieved. You want to encourage renewable energy from non-carbon based fuels, but at what expense or how big or what obstacles might that facility present? When we were making recommendations, if roof-mounted arrays were ideal, mine isn't as ideal as I'd like it to be because I have east and west-facing roofs. Other proposals coming down the pike may or may not be as friendly but I feel that this particular one works well for the area. It's in my back yard and won't be a high profile proposal, but others might.

Ogilvie – regarding home-based business, we allow that by right as long as the structure is not dramatically changed or altered or create traffic and with just a cursory look at this, there is really not an issue.

Harry Bannister 215 Main St. - lived in Birmingham where 16 homeowners came together around developers putting up buildings that were blocking the light and were out of character with the neighborhood. The drawbacks of these mega-things going up resulted in meetings where reasonable ordinances were put together regarding light, etc. The idea of creating a 10% renewable energy portfolio and offering it on the street to work it out is neat and neutralizes issues like "OMG, there goes Joyfield Township!" There will be a reasonable balance about the nuisance of something becoming too large to ruin the quality of the neighborhood. Reasonable people will put on restrictions to avoid turning a resort area into a solar strip mall.

Mills – I trust the safety concerns will be addressed. I'm excited. With Jim's experience and opening a new business in Elberta, he's going to be an asset. Until we get an act in place, unclassified uses is the best way to deal with things like this.

Fairchild - suggested putting an arborvitae on each corner to limit lawsuits.

Barresi – as you know all you have to do is drag a little kid with a big scar into a jury. Protect yourself, protect us.

Laarman- I think it's possible with a raised bed.

b. . **Motion to approve proposed solar panel installation at 823 James Street as an "Unclassified Use" in terms of Ordinance 8023.23 moved Ogilvie, supported Fairchild; all ayes, motion passed.**

Discussion: It will be subject to a normal site plan approval and required to meet the 8203 and 8201 general characteristics of the zoning ordinance.

New Business:

1. **Determination of "Unclassified Uses" Ordinance 8023.23 for 529 Harbor Place (see #1 below)**
2. **Preliminary Site Plan Review: introducing proposed development of 7-unit Carriage House at Serendipity North Property at 215 Main Street West. (see #2 below)**
3. **Alternative Energy Draft Ordinance (see #3 below)**
4. **Acceptance of 2012 Annual Report (see #4 below)**
5. **Committee Appointments (see #5 below)**

1. **Determination of "Unclassified Uses" Ordinance 8023.23 for 529 Harbor Place**

Motion to Table proposed solar panel installation at 529 Harbor Place as an "Unclassified Use" in terms of Ordinance 8023.23. Moved Fairchild, seconded Bissell, to May 14, pending further information.

Discussion: **Mills** presented on behalf of **Mr. Schley's?** proposal. It is a bigger structure than the previous proposal but a similar situation. It is a Consumer's Energy program with three houses, a stand-alone pole mount, solar array system that allows him to connect to the grid.

Mills deferred to **Jim Barnes**, who is the contractor. His best site selection to harvest good sun is at that location of the property. The south side has trees. The east section is ideal. He has engineered drawings. The scheduled 80 pole is 6 " in diameter and will try to be 8 ft. off the ground on the lower level if he wants to be at a 60 Degree pitch. The pole mount can be adjusted for better orientation toward the sun seasonally. The building department requires that it accommodates 90 mph winds and heavy snow loads. The big impact is the neighbor's trees. However, they are deciduous so when the sun is low they will have lost their leaves.

Mills suggested talking to the neighbor (**Delores Bigelow**) about cutting down some trees. She had wanted the city to do it. **Ogilvie** brought up decommissioning, bonding to the city in case of change of owners and the Flagpole ordinance. The RE ordinance should address this issue.

Mills asked if there be an issue buffering the n, w, and e. side?

Barnes did not think so.

Ogilvie feels the same about this project as the last – we are going to change the way we look. We have a statement about lot coverage and total coverage in % terms. Since we don't have an ordinance in place we are going to approve or disprove it based on principle. Try to meet the setback requirements and buffering.

Harry Bannister, 215 Main Street - in the event the neighbor wants to remove some trees, doesn't that conflict with our being a Tree City?

Mills - The owner wants them removed; they are too close together.

Motion deferred until they get more information.

2. Preliminary Site Plan Review: introducing proposed development of 7-unit Carriage House at Serendipity North Property at 215 Main Street West.

Discussion: **Mills** introduced **Mr. Harry Bannister's** proposal for the **Serendipity House on 215 Main St.** It is a preliminary site plan review. As long as he can accommodate the 7th parking space, he will be in compliance. Otherwise he will have to apply for a variance.

Paul Taylor, the architect from Royal Oak, responded that one of the units has to be handicapped accessible and that takes away one of the parking spaces. It is three stories but meets the height requirements. The virtual model will have to be done at the site plan review.

Ogilvie thought the issue would be with the 3 stories.

Bannister responded that he could have changed the place to a gas station. He was told that the city set the height restrictions just to avoid that single level cheap t-shirt shop look.

Bannister looks forward to living here full time. It's not a condo approach, he is building off of character but agrees the neighbors will probably not agree with it.

Bannister: it is commercial; but I have the right to do it. I have often wondered why no one has bought all those cute old homes and put condos along that strip like across the street. I like the fact that these are homes, not condos. He was asked about the height difference between new and existing. The new one will be shorter than old one.

Ogilvie has noted the criticisms about the Heniser building. A committee is trying to put in stricter materials and appearance guidelines. **Ogilvie:** As long as the character of the materials is similar to what you have and aren't dis-conforming.

Bannister: It will be a residential-looking building.

Mills asked that they work with the community to let guests know about potential shuttling, available parking behind City Hall and other parking options.

Mills will draft a letter for the lenders stating that the project meets the ordinance. Parking might be possible with a compact space.

3, Motion to Adopt the Draft Ordinance for Renewable and Alternative Energy Sections 8207.01 through 8207.06 following a public hearing, pursuant with established procedures.

Discussion: **Mills** liked the comments on decommissioning.

Ogilvie noted that the solar panels we talked about tonight have no battery storage going on. There are strict standards for battery storage. Regarding **Tom Kunitzer's** comments about commercial operations, there are statements about % of lot size and lot coverage.

Barresi was concerned about using % with large lots.

Fairchild suggested a % up to maximum or a number of KW per household. **Ogilvie** – they may change their feed-in tariff. They should not exceed 3.

Following Discussion, it was decided not to put the Motion and to include the Motion in the May 14 Agenda.

4. Motion to accept the Annual Report of the City of Frankfort Planning Commission for 2012, as submitted Moved Ogilvie supported Storrer, all ayes, motion passed.

5. **Committee Appointments: Not addressed**

6. **Other actions in the form of a motion – None**

Public Input – Agenda Items Only

Mills-Announced an Input Expo by NWMCoG on the Grand Vision for Benzie County at the Mills Community House from 4PM-7PM on April 22, 2013.

Sharron May, 904 Adams Road – Commended the Planning Commission on their due diligence in looking at the Renewable Energy and Medical Marijuana position impartially. The only consideration I have about the ordinance is the mandate of the audit. I understand what the city's intent is, but it seems that anyone who has gone that far to install those things would have already thought of that. I think you should encourage, not mandate.

Ogilvie – Jim Barnes is unusual because of his background. The Department of Energy and State of Michigan has said if they could mandate it, they would. It is not within the purview of the Constitution to mandate conservation. But we can create a carrot and a stick kind of environment at the local level. Maybe we need to modify or tone it down in some way. From another point of view these solar arrays, windmill opportunities, these wood burning stoves out in the country all impinge on those who don't have them. If they are just heating open air and creating electricity for someplace else, why should we put up with it?

May – I'm not talking about the nuisance issues.

Barresi- there might be someone who may want to put in solar without addressing those other issues needed to keep their bills lower. Why spend all that money?

May – That's their prerogative. If we are going to be regulatory about that, I can see a whole lot of other areas we could regulate, for instance conserving water and capturing it.

Storror – we had a meeting back in 2011 and it was determined that we really should do energy audits. That's where it came from.

Mills- maybe we can add a recommendation component and give parameters, like a toolbox, of things that can be recommended to conserve energy with resources they can seek.

May – I think you ask a lot of hard questions at your [site plan review] meetings. I think those same hard questions should be asked until you are satisfied with the answers, and I think you can do that without over-regulating.

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

Meeting adjourned at 9:55PM

Next Meeting(s): Regular Meeting: Tuesday, May 14, 2013, the Haugen Room, City Hall, 7pm.

Commissioner Hand-outs: (1) Draft Minutes: Regular Meeting of 3/12/2013; (2) Zoning Review Committee Notes 3/13/2013; (3) Annual Statement; (4) Draft Medical Marijuana Ordinance (5) Draft Renewable & Alternative Energy Ordinance 8207-01 through 8207.06 (6) Drawings and other Materials for Solar Panel Installations 823 James Street and 529 Harbor Place

Zoning Ordinance Review Committee of City of Frankfort Planning Commission: City Hall, Haugen Hall

Date: 3/13/2013 9.05am to 10.15am

Committee: Josh Mills, City Superintendent/Zoning Administrator; Sam Barresi, Janet Hessler, Larry Miller, Bruce Ogilvie, Pat Storrer

Also Present: Mayor Johnson

Meeting Notes:

Purpose: **Review Motion Sent Back to Committee; Continue Site Development Preview Topic.**

Admin: 2/12/2013 meeting notes: not hearing of needed corrections, notes approved.

Next meeting: ok for **Wednesday April 10, 9.00am** assuming Haugen Room availability

1. Recommendation Sent Back to Committee:

- a. Advice on two motions relating to Number of Accessory Buildings in Residential Areas:
 - i. PC has returned both to Committee for further review, because one of them, the maximum number of accessory buildings in North, East and West City, was not approved by PC.
 - ii. Discussion points will be collated and available for next meeting.

2. Site Development Plan Preview, as vehicle to address Main Street Character:

- a. Referred to Livonia Sample Application for Site Plan Review and Approval (distributed 2/12/2013)
- b. Distributed "Village of Chagrin Falls, Ohio, Design Guidelines", pages 47-52:
 - i. Historical Commercial Buildings
 - ii. New Commercial Construction
 - iii. Institutional Buildings
 - iv. Signage
 - v. Accessibility

Discussion: :

- a. The Livonia documentation is required information for an application, while the Chagrin Falls is community standards and preferences – these being quite subjective.
- b. Livonia does not have a "down-town", only strip malls. Barresi will look at Northville.
- c. Mills: our Zoning Ordinance is good
- d. Committee discussion continues to vary between, wanting "ordinance with teeth" and "providing guidance" and "not being negative"

Proposed Direction/Next Steps:

- a. Develop a Guidebook (whatever format is decided):
 - i. For Zoning Districts: Main Street East, Main Street West, Waterfront, Institutional
 - ii. For Projects: New, Remodels, Façade Changes, Additions, Rebuilds – taking into account how these co-exist with character of adjacent structures
 - iii. Tone of Guide: to be helpful, not negative, "what we do want" to extent possible
 - iv. Look for best way to guide developers towards preferred materials, fenestration, design, façade character – for front and rear, and corner lot side facades.
 - v. Into our Ordinance, incorporate whatever from the Livonia, Traverse City, Chagrin Falls samples meets the needs of Frankfort and make our Ordinance better.
- b. Have Action Plan for next meeting.

Distribued Materials (printed for 7 members; 3 members print their own):

1. 3/13/2013 Zoning Committee Agenda, with 2/12/2013 Zoning Committee Meeting Notes appended.

2. *Village of Chagrin Falls, Design Guidelines, Pages 47-52*

Time Adjourned: 10.15am