

**City of Frankfort Planning Commission  
Draft Minutes  
May 10, 2016 Regular Meeting  
Haugen Room, Frankfort City Hall**

**Call to Order:** 5:30 p.m.

**Roll Call:** Barresi, Fairchild, Kirkpatrick, Kunitzer, Penne, Stahl; Bissell absent

**Recognition of Visitors:** Josh Mills, Sharron May, Colin Merry

**Motion to table the Approval of Minutes of Regular Meeting, April 12, 2016 until everyone has had a chance to review. Moved Barresi, seconded Stahl, all ayes, motion passed.**

**Motion to Approve Agenda moved Fairchild, seconded Kunitzer, all ayes, motion passed.**

**Public Comments & Correspondence Concerning Items not on Agenda:** None

**Reports to the Commission:**

1. **Report from the Chair:** Maury Stahl encouraged PC members to attend the Walkability workshop in TC on May 25 at 6PM. Mills recommended the entire series especially the "Understanding PILOTS" (Payments In Lieu Of Taxes) workshop on June 8, 9-10:30 a.m. about what local governments should know about tax incentives. RSVP to [ecalcutt@networksnorthwest.org](mailto:ecalcutt@networksnorthwest.org). A discussion followed about the relationship of housing to wages and the impact on zoning. The League of Women Voters is doing a presentation Wed. May 11 at 6 p.m. at City Hall on the Groundwork Shines Solar campaign.
2. **Reports from Planning Commission Committees:**
  - a. **Public Facilities** – Sam Barresi reported on the committee's recommendations for public facilities, including the Lake Michigan beachfront restroom proposed site is near the Caleb Sutter Memorial. Recommendations include improving access, sanitation, safety and overall quality of public facilities. The committee is also exploring parking solutions, including time – limited parking, employee parking alternatives and a central pay station. Barresi read Empire's ad for "parking ambassadors" and recommended something similar.

**Motion to forward the Public Facilities recommendations and attachment to the cc moved Kunitzer, seconded Penne, all ayes, motion passed.** Stahl thanked Barresi for all the effort he has put into this.

- b. **Master Plan Review/Update 2015** – Josh Mills is coordinating with Chip Smith to finalize the update.
  - c. **Complete Streets Committee** – Mills emphasized that this topic will be covered in the Walkability workshop. He reported that Park Ave, Maple Ave and M-22 have preliminary design work for concrete curbing, a paved trail to Tank Hill and M-22 four-inch water main project. Maple Avenue improvements are pending a decision on the Maples. The City is doing a good job at staying ahead of replacement.
3. **Report from Zoning Board of Appeals:** Susan Kirkpatrick and Josh Mills – No report
4. **Report from Lakes to Land organization** – Josh Mills reported that the Stronger Economies Together meeting was cancelled but some committee work is moving forward.

5. **Report from Parks & Rec Committee** – Melina Penne and Josh Mills –basketball courts are being resurfaced.
6. **City Superintendent Report:**
  - a. Portland Builders Update – Dave Puccio has concerns over development costs.
  - b. Harbor Lights Update – The Pre-Sales have not generated sufficient interest to proceed as yet. The permit expires after a year.
  - c. Mills gave an update on the progress of the dilapidated Building at Hall and Park View Lane.
  - d. The 7<sup>th</sup> Street Beach project is moving forward, the grading and landscape plan are done and will be a model of how to deal with surface water runoff.
  - e. Market Square Park Restroom – The Park is going to be the Rotary's annual project. The restroom is Phase III.
  - f. Market Square Park Basketball Courts are being resurfaced.
  - g. The Capital Improvement Plan is almost done.
  - h. Benzie Bus Shuttle – a strategy for employee parking is being discussed
  - i. RV Trailer Parking – The issue of RVs blocking businesses, was included in Public Facilities report about parking.
  - j. Crowd funding – Mills reviewed the recommendations from the Lighthouse inspection. A crowd funding campaign is a strategy that is being considered for raising the funds, using city's website.
  - k. Other – Mill drew up a letter and met with Senator's Booher's office regarding why it is critical that the Coast Guard stay here year round.

#### **Unfinished Business**

1. The proposed Michigan Avenue restrictions north of Winnebago are to be further discussed with the community according to Mills.
2. MAP membership will be implemented in the next fiscal year.
3. Coast Guard status – see Item 6k, Other
4. Master Plan revisions update- See Item 2b of Superintendent Report.

#### **New Business**

1. Discussion about establishing local street "load limits".
2. Discussion on Exhaust "Jake" braking within city limits.
3. Discussion and update on Community Center and funding options to enhance social economic development of community.
4. Workforce Housing – Mills encouraged attendance at the PILOT workshop to address this issue.
5. **Signage** – Mills wants to discuss signage for gas stations and Family Fair
6. A Motion to excuse Corey Bissell was overlooked.

**Public Input – Agenda Items Only-** None

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

**Motion to Adjourn moved Kunitzer, seconded Barresi, all ayes, motion passed. Meeting adjourned 7:31 PM.**