

**Planning Commission
City of Frankfort
Draft Minutes
May 14, 2013
Regular Meeting**

Call to Order: 7pm
Roll Call: Barresi, Bissell, Campbell, Fairchild, Ogilvie, Penne, Storrer (no vacancies)
Recognition of Visitors: Tim Kline (Parks and Recreation Board); Sandy Jackson, Alma House, Norma Elias, Suz McLaughlin, Jeffrey Stratton, Eric Pyne, John Kells, Rev. Stephen Thompson, Colin Merry, City Superintendent Josh Mills, Sharron May. (No sheet was passed around.)

Motion to Approve Minutes of Regular Meeting April 9, 2013: moved Storrer; seconded Barresi; all ayes; motion passed.

Motion to Approve Agenda, with additions: moved Fairchild; seconded Bissell; all ayes; motion passed.

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

1. **Request to Appear: Tim Kline** spoke on behalf of the City's Parks and Recreation Department which has been unanimously against relocating the restroom to Cannon Park since 2009. "No matter where we move it, people won't want it there". **Kline** claims that they got permission from the Harbor Lights owner, **Dennis Campbell**, at that time. **Kline** attended the Practicum and pointed out that the students weren't even clear on where the Frankfort beach was (they thought it was the area south of the wall vs. north). His concerns included safety (children crossing the street) and convenience. "If it is moved to Cannon Park, it is no longer a beach restroom". **Barresi** referenced a letter in the public records from **Dennis Campbell** stating that he (**Campbell**) did not give permission.
2. **Correspondence:** was received from **Jeffrey Stratton** and **Suz McLaughlin** objecting to various parts of the proposed Renewable Energy Ordinance. McLaughlin asked that her letter be added to the public record.
3. **Public Input**
 - a) **Topic: Restroom Location:**

Norma Elias, 107 Park Ave – You said you had permission to build there. I believe what you said, but you didn't have anyone with you to corroborate it.

Josh Mills, responding – The original site plan that was put in the Master Plan was done in 2000 as part of an open forum. There were different options set up and everyone went around and looked at those options. That's when there were no objections to that location and that's where it became adopted as the Master Plan.

Elias, - I know, but when you talk to some people, they are getting mixed up about Cannon Park being the bathroom facility. And they don't see the danger of having it there - children walking back and forth but also your organization tried to close that turnaround twice. If you move it to Cannon Park, it will cause them (unsure who Ms. Elias is referring to) to close that street.
 - b) **Topic: Draft Alternative Energy Ordinance:**

Suz McLaughlin, 670 Crystal Ave. handed out copies of her letter with four questions to look at. She suggested allowing for a broader perspective of input "for greater vision and a little less mandation" for folks who are interested in Renewable Energy. I would appreciate hearing more discussion about that.

Pat Storrer, responding – Thank you, you've clearly read the ordinance, would you be on a committee? You're certainly challenging us and I want to challenge you right back.

Kim Fairchild - could you bring 20 friends?

McLaughlin – I don't know about 20 - I would not suggest that for a committee myself - but I am sure I can find folks who are willing to contribute to the discussion.

Fairchild- I am very aware that one of the problems that a panel like this has is a certain degree is apathy on the part of the general population.

McLaughlin – I would suggest that this is an issue that people would be interested in learning more about and perhaps very interested in checking out their own installation, so this might be different.

Ogilvie- I did call for people to volunteer to be on an Alternative Energy panel. I asked 4 or 5 times at consecutive meetings. I had no volunteers but Sam Barresi who volunteered to read my writing. If anyone wants to volunteer to be a member of this panel, I will be happy to appoint you and we will have a discussion like we did for Urban Agriculture and Storm Water and Steep Slope Management. I would never say that this is a perfect writing - I would reject that. Since I did it, I can say that I didn't do a very good job but I worked at it very assiduously for over 7 months and I went to many sites and sources to find the best information available, the best practices available and also ones which were the most creative and innovative. And I'll leave it right there.

Storrer – I can attest to all that.

Jeff Stratton – I am willing to volunteer to be on that committee.

Sharron May, 904 Adams – there was a very lively discussion on Facebook where there is a solar coop group with a vested interest in what happens. At the time you extended your invitation, there wasn't a group like this. There were some good suggestions on that site from a person who is not only an urban planner but also an energy auditor. He listed about 12 items that he thought would make this more cohesive and accurate. I asked him to write a letter and obviously he didn't, so I would be happy to forward that information because I think the collective brain is better than the singular one. I don't think we have to be defensive. I think we should open arms. It will make a better energy ordinance -similar to the Urban Ag ordinance and Home Occupation ordinance where we sought individuals in the community to give input and now have ordinances being used around the country as a model because of that citizen input. I think we should be excited about this and welcome it. I will send those 12 points to you along with my suggestions for who else might be good candidates for this committee.

Eric Pyne, 2837 Forrester Rd – I read the ordinance and thought it was really well written. I did send you some responses to various sections I had. I feel very strongly that people like Frankfort; people like Frankfort to stay the same. But I am also very clear about this: things are going to have to change in terms of energy consumption patterns in this country. There is no question that that is the case. And making the move to alternative energy as quickly and smoothly as possible is probably something we all should be trying to plan for. As far as improving that document, I would call on everyone here to do everything in their power to do that and I will certainly serve on the energy advisory panel for the Planning Commission.

c) Topic: Draft Medical Marijuana Ordinance:

Rev. Stephen B. Thompson, Director of BC Normal – I was happy to see one of the 3 attorneys answer and Cc: me. It's important to know that Karen O'Keefe was the author of MM law 2008, and she read the draft ordinance and addressed parts of it. **Thompson** has spoken to all three lawyers (Matt Able, Michael Corman) since the last month's meeting, who felt that in light of the fact that recent Supreme Court ruling on the McQueen case has effectively shut down these facilities, he (**Thompson**) strongly recommended that you just let this moratorium expire for now. **Thompson** continued: "I would also like the city of Frankfort come out in support HB4271 Provisioning Center act, which would make safe access allowable and zoned for. And if we are able to get it passed as a law, I would like to see the city of Frankfort revisit this."

Ogilvie – I did try to communicate with Karen. I did take it under advisement. We have all decided to stop trying to be draftsmen and putting in the actual language from the state legislature and comply with the enforced stat-

utes. The City Council has recommended to me that they do want a MM Ordinance. I have a new draft right here. It is substantially changed. I appreciated the letter. Very helpful.

Reports to the Commission:

1. **Report from the Chair, Bruce Ogilvie:** the most important meeting was the MSU Student Practicum reporting back on their 3½ month study on our facilities and beaches and the most important step this evening is a motion to move forward to implement what we can with assistance from Lakes to Land Regional Initiative. Clarifying a question of nuisance: Ogilvie read the definition of “nuisance”. One example is swimming pools, an attractive nuisance. There are a number of opportunities for education, including a Webinar on Energy on May 29th from 6-8PM for \$30. Planning and Zoning for Small Scale Renewable Energy. A review of Alternative Energy Ordinances and how the state looks at it.
2. **Committee Reports:**
 - a) **Kim Fairchild: Signage/Wayfinding Committee** – they have received \$6,000 from Chamber of Commerce towards way-finding and are looking into additional funding. The fiscal year ends July 1, so we are not going to have way-finding signs for this season.
 - b) **Cory Bissell: DDA/TIFD/Capital Improvements** – The City Council made some changes to the DDA's Controlling Agreement in terms of board numbers and governance.
 - c) **Pat Storrer: Zoning Ordinance Review Committee (see Meeting Notes 4/10/2013)** - Having agreed on the Site Plan Preview as a vehicle to address citizen concern regarding character of Main Street, the committee is developing that concept to create an ordinance with defined steps and procedures. Next meeting: tomorrow (May 15) at 9 a.m.
 - d) **Sam Barresi: Public Restroom Facilities Committee/MSU Practicum Intern Report/Recommendations** The MSU report dealt with City history, population, business and employment, tourism. The report used EDC data (210,000 tourists in 2011, 71% visiting for getaways. 29% visiting family and friends. 31% came from less than 100 miles). The SWOT analysis identified weaknesses: not enough flushing toilets in close proximity; cleanliness is a detriment; vehicle and pedestrian flow is congested and unsafe; lack of signage. There are 371 parking spots within ¼ mile of the beach and we need an additional 275 spots. The study recommends: utilizing FHS for additional parking with trolley or carriage; possible traffic changes to open up parallel parking; appropriate signage to alleviate some of the safety issues; consistent signage in same format; proper trailhead signage; historical signage behind the cannon to explain why it's there; way-finding signage to direct pedestrian flow to Downtown and Park; beach signage at Sac and Miami Streets; historical signage; history of Soaring in more appropriate place. Recommended that the new restroom be constructed and located in Cannon Park with a total of 5 stalls for women and 2 toilets plus 3 urinals for men; washing stations, concessions; natural sand control (vegetation along break wall; street sweeper; use of old Xmas Trees to catch sand.) Revenue possibilities: install parking kiosks and designated beach lots and time limits to facilitate parking turnover. Identified three potential sources of funding: Land and Water Conservation fund; Recreation Trail program grants; Friends of Betsie Valley Trail. Discussion about RVs taking up multiple parking spaces. **Ogilvie** remarked that the city spends a great deal of money maintaining beaches with no revenues to show for it. The students are incorporating best parks and recreation management practices; they read all the literature and they did a first-class job. **Storrer** appreciated their fresh viewpoint. **Barresi** added that they made the point that people could use the beach all day, leave and never spend a dime in Frankfort.
3. **City Superintendent's Report:**
 - a) **Project Status: Complete Streets and Safe Routes to School Access** – site plan is still being finalized and project will go to bid in mid July. Some time in the future we will go through an asset planning approach of our street systems. We are currently repairing our streets with cold patch repairs.
 - b) **DDA** – Adoption of Ordinance is coming before City Council next Tuesday and is now being reviewed by city at-

torney. Modified the accountability; will require certified mailings and public hearings and layers of bureaucracy that are driven by the businesses. The seven-member board that consists of The Mayor, a PC member, plus business owners and residents that reside in the corridor.

- c) **“Recreation” Center, status** – a lease is signed; it will remain in place and undergo an aggressive fundraising effort. The Lodge is paying all the associated costs.
- d) **Compliance on 629 Forest and 1335 Hall properties, and garage at Anchor Place Alley**, east of 9th. Some progress has been made. Mills needs to follow up. All these properties are owned by the same individual.
- e) **Wi-Fi Grant**- submitted RFPs to RP and RE due May 29th. Presented to Community Growth group in TC. Working with a consultant at Lakeshore Systems, specializes in surveillance and Wi-Fi. Anticipated goal is July 4. We are also contacting feds to see if we can place a solar webcam at Lighthouse.
- f) **Status of Project(s):**
 - a. Stormcloud Brew Pub – hope for opening by June 1.
 - b. **7-unit Carriage House, Serendipity North, 215 Main Street West**. Mills has not heard anything. He provided a letter as requested.
- g) **Frankfort Lighthouse** – looking for fundraising ideas to preserve the lighthouse.
- h) **Frankfort Farmers Market** – Mills has been working with market master regarding regulations associated with Arts and Crafts component and looking at a collaboration of committee vendors, for better ideas, farm visits, etc.
- i) **Other:** Working with the Art Center with way-finding signage to the Art Center, and would like to coordinate that with the Coast Guard signage which needs updating. Dredging sampling has been done; the approach is to look at the entire basin. A call has been placed regarding the shoaling up to 4 ft. Hurricane Sandy funds can go towards dredging projects.

4. **Zoning Board of Appeals:** Kim Fairchild and Josh Mills: no meeting, so no report.

Unfinished Business:

- 1. **Preliminary Site Development Plan Review Concept: still in (Zoning Ordinance Review) Committee** – work will continue tomorrow, 5/15/2013)
- 2. **Medical Marijuana Ordinance:**
 - a. **Motion to bring off the table the Motion to Approve (or Approve with Modifications, or Not Approve) Draft Ordinance for Medical Marihuana (tabled 4/9/2013 following Public Hearing):** moved Storrer, supported Bissell; all ayes, motion passed.
 - b. **Motion to table the Draft Ordinance for Medical. Marihuana;** moved Ogilvie; seconded Barresi; all ayes, motion passed.
 - c. **Discussion:** Ogilvie read the amended sections, conditions and definitions. The draft Ordinance has been shortened and reorganized to correspond to the current ordinance numeration system. The next step is review by our Attorney, our planning consultants, Wade Trim, and, perhaps Karen O’Keefe [Attorney/author of the 2008 Medical Marihuana law].

New Business:

- 1. **Renewable and Alternative Energy:**

The “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” was not put. It was deferred to the Planning Commission’s June 2013 meeting.
- 2. **Determination of “Unclassified Uses” Ordinance 8203.23 for 529 Harbor Place:**
 - a. **Motion to bring off the table the Motion to approve proposed solar panel installation at 529 Harbor Place as an “Unclassified Use” in terms of Ordinance 8203.23:** moved Storrer, seconded Fairchild; all eyes, motion passed
 - b. **Motion to defer the Motion to approve proposed solar panel installation at 529 Harbor Place as an “Unclassified Use” in terms of Ordinance 8203.23 until the August 2013 Planning Commission meet-**

- ing or until an Alternative Energy ordinance is adopted or a new site plan is submitted, whichever is the soonest: moved Fairchild; seconded Storrer; all ayes; motion passed.
- c. **Discussion: Mr. Schley** submitted a new site plan. See comments by **Chair Bruce Ogilvie** appended to these minutes. There was discussion about the difference between this application and the other one that was previously approved. Not harmonious with surrounding residential nature of the neighborhood. **Barresi** agreed; the trees won't hide it. He was hoping for a roof-mount. **Mills**: this will need to be up for discussion as we go through the Energy Ordinance. **Ogilvie: Wade Trim, our Planning Consultant, recommends** pole-based systems not be allowed in urban areas, while allowing them in rural areas, civic areas, institutional buildings, entrepreneurial areas or mixed-use areas but not in residential areas. **Storrer** wondered if he contemplated putting panels on a roof? **Mills** will contact and deny the application. It will be reviewed under the scrutiny of a proposed ordinance. **Fairchild** was in favor of taking it off the table until the ordinance is done.
3. **Site Plan Amendment for Fusion Restaurant proposed Seasonal Room Addition, 300 Main Street, Frankfort**
 - a. **Background: the following motion was passed 12/11/2012: Motion to approve Site Plan for Fusion Restaurant proposed Seasonal Room Addition, 300 Main Street, Frankfort, as submitted, subject to Conditions, namely required dumpster and grease disposal positioned and enclosed subject to the approval of the City Superintendent**
 - b. **Presentation and Discussion of an Amended Site Plan:**. Builder **John Kells** reviewed changes from the earlier site plan, advising that the plan is now amended to an open area covered by a retractable awning. This was considered the only solution to the anticipated and currently unaffordable \$60,000 cost of the sprinkler system that would be required for the planned enclosed deck. **Mills** will work with the builder to discuss buffers and screens. Completion is anticipated by the end of June.
 - c. **Motion to approve Amended Site Plan for Fusion Restaurant proposed Seasonal Room Addition, 300 Main Street, Frankfort, as submitted, subject to Conditions, namely, required dumpster and grease disposal positioned and enclosed subject to the approval of the City Superintendent, and liquor control barrier for rear stairs to comply with state and federal regulations. Moved Ogilvie, supported Storrer. Motion passed.**
 4. **Other actions in the form of a motion:**
 - a. **Motion to Discuss Garlic Mustard Disposal in Frankfort moved Storrer, supported Ogilvie.**
Discussion: Storrer commented that disposal is getting more difficult. Last year, 20 bags of garlic mustard cost \$25; the weekly quantity limit forced me to store bags for several weeks, during which the bags leaked and stained my concrete.
Mills, responding: City will furnish a dumpster pending approval from **Rick Rineer** and coordination with Solid Waste Mgmt. Must be bagged. A possible alternate site would be at the Marina.
Fairchild expressed concern over dumpsters filling up. Garlic Mustard season will be finished by mid-June.

Public Input – Agenda Items Only

Alma House, 221 Michigan – concerned about 7 unit Carriage House on 214 Main Street. Are these seven carriage houses? On the alley?

Mills, responding: It's one structure with 7 units, 10ft from alley.

House: said she came into City Hall to find out about it, but was told by the secretary "We have nothing to do with the Planning Commission". Shannon finally came to help me. The minutes were strewn all around not in order. It was a mess. Someone should be able to come in here and get some answers without being told they have nothing to do with the PC.

Mills, responding – I will address that. In the future, come grab me.

Ogilvie apologized.

Sharron May – You don't have to answer this, but I was a little confused because some of the reasons for not approving this [site plan for the solar array] had to do with all these areas that weren't in compliance, so I'm confused about how putting it on a roof vs. a pole mount would deal with these other issues. Just a comment.

Norma Elias – complimented Shannon for going “above and beyond”

Storrer – underlined that there is a terrific amount of paperwork involved with Planning Commission work and they couldn't do it without the help of Shannon. She is consistently helpful, with nothing being too much trouble.

Elias – I hope she got a big raise.

Any Other Business/Ongoing Business: Comments, Assignments, Discussion Outside of New Business Motions and Outside of Unfinished Business Motions:

Announcement: Hazardous Waste day: June 8, 2013 9-12; also tires, Styrofoam, fluorescents, batteries, etc.

Motion to adjourn moved Fairchild, supported Campbell, all ayes, motion passed.

Meeting Adjourned: 9.04pm

Next Meeting(s): *Regular Meeting: Tuesday, June 11, 2013, the Haugen Room, City Hall, 7pm.*

Commissioner Hand-outs: (1) Draft Minutes: Regular Meeting of 4/9/2013; (2) Drawings and other Materials for Solar Panel Installations 529 Harbor Place (3) Drawings and other Materials for Site Plan Amendment for Fusion Restaurant

May 14, 2013

To: Josh Mills, City Superintendent, City of Frankfort, MI

Fr: Bruce C. Ogilvie, MS, MCP, Chair, Planning Commission of the City of Frankfort, MI

In re: 529 Harbor Place, Frankfort, MI request to consider the installation of two solar panel arrays under Zoning Ordinance Article 2, Section 8203.23 "unclassified uses"

1. The property at 529, 531 Harbor Place and 211 Sixth Street is located in the West City Residential District, having three separate residential buildings and ancillary non-residential building on two city lots, approximately 15,000 sq ft (+/-). The land and buildings are not in compliance with residential zoning at the current time: side yard distances (appear to be less than 9 feet in several places), building dimensions (989 sf, 929 sf, 460 sf), or usage (transient lodging). Parking is not in compliance with existing standards - all parking is in 1st or 2nd layer.

2. The property at 529, 531 Harbor Place and 211 Sixth Street is not the personal residence of the owner, and is advertised and available as rental property as a form of transient lodging.

3. Proposed is a 10' x 9' 9/16" by 13' 13/32" Solar array mounted on a 12' post that is seasonably adjustable. The highest point appears to be Pole + approximately half the width of the panels, or [12'+ 5'

4"] = 17' 4" above ground. A Low mounted solar panel of 16' 3 5/16" x 5' 4 9/16" on a 5'3" pole. Total Solar Panel approximately 226 SF.

Issues:

- A. The property is classified as residential, now used for a commercial purpose,(i.e. rental income from transient housing or lodging.)
- B. The owner is not resident on the property.
- C. The owner proposes to generate electrical power for sale through a Feed-In Tariff arrangement with Consumers Power of Michigan.

Understanding the difference between Feed-In Tariff and Net Energy Metering.

According to the Law Office of Nicole W. Sitaraman, PLLC, in an article published on October 25, 2012 in *Utilities and the Electricity Grid* a "Feed-In Tariff" [FIT] mechanism meet the broad purpose of encouraging investment in renewable energy and increasing the share of renewables in a locale's energy portfolio. [FET] enables utility customers to use their properties as renewable energy suppliers or mini-power plans for electrical system at large. The FIT enables customers to enter into long-term, guaranteed contracts with their utilities and is designed to compensate the customers with competitive, stable cost-based payments over a fixed term (frequently 15 or 20 years).

The alternative is NEM or Net Energy Metering a program used by utilities across the U.S. which allows utility customers, who own renewable energy generating systems connected to their meters on their homes, to receive a retail credit for the portion of the electricity which their systems generate but they do not consume. ... The meter tracks the net difference between the amount of electricity produced and the amount of electricity consumed. This net difference appears on their monthly electrical bill, usually as a credit, based on applicable tariff rates. ***In this manner, NEM is a utility customer-focused system and offers an incentive for consumers to use renewable energy in their homes or businesses.*** (emphasis added)

Does the property qualify as Section 8203.14 Home Occupations and Home-Based Business?

1. Intent: "... of the Section to support ... non-disruptive development of such activities within a residential district. The 'business' activity should be incidental to the residential uses of the property and re-

main compatible with the residential use." *BCO: No, this is not a home occupation or home-based business. Owner is not present on the property.*

2. Permit Procedures. "...meaning no permit required." "The use by right is *limited by the following provisions*: No equipment or process shall be used by the home occupation or home based business which creates noise, vibration, glare, fumes, odors, electrical interference which is a nuisance to the normal senses of persons off the parcel or lot." *BCO: no this involves exterior equipment, permanently fixed to the ground, visible from beyond the property lines, subject to glare, potential damage, and deterioration by exposure to the weather.*

3. Required Conditions. Home Occupations and home-based businesses shall meet the following conditions and requirements:

"b. All business activity takes place *within* a dwelling structure or within an ancillary structure ..." See answer to #2, *BCO: does not meet the requirement.*

"g. The open storage of material, equipment, ... is expressly prohibited. It is the intent of this subsection to prevent unsightliness or outdoor displays which are discernible beyond the property line." See answer to #2, *BCO: an outdoor display discernible beyond the property line.*

Deny the Unclassified Uses under Section 8203.23. This provision is available when the proposed use is "...not contemplated or specified by this Ordinance ..."

The Planning Commission may permit such use as a special use only after it determines that it will have no adverse effect on adjacent property, that the use is similar to other uses in the district in which it is proposed to be placed, and the spirit, purpose and intent of the Zoning Ordinance and City of Frankfort Master Plan are not impaired by or are advanced by permitting such use at the proposed location. (see page 64, Zoning Ordinance)

Resolution: Deny the potential application of Section 8203.14 Home Occupation and Home-based business.

1. Does not meet the intent of the Section, specifically, the owner of the property does not use any of the residences as a primary residence. The use of the property for Lodging, Office, Retail, is not a permitted use in the West City Residential Zoning District rules. (see page 120, Section #8301.03 permitted uses).

2. The exterior mounting and size (height & square footage) of the proposed Solar Panel Arrays specifically confront items in the Specific Conditions: item b. and g.

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

Date: 4/10/2013 9.00am to 10.15am

Committee: Josh Mills, City Superintendent/Zoning Administrator; Sam Barresi, Norma Elias, Janet Hessler, Tom Kunitzer, Bruce Ogilvie, Pat Storrer

Also Present:

Meeting Notes:

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

Admin: 3/13/2013 meeting notes: not hearing of needed corrections, notes are approved as ok.

Next meeting: **Wednesday May 15, 2013, 9.00am** preferred. Assuming Haugen Room availability

1. Recommendation Sent Back to Committee:

- a. 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. No action
 - iii. Not worked on at this meeting, these motions remain in Committee.

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

- a. Having previously examined material from Livonia, Traverse City 1346, Chagrin Falls, Committee has agreed to develop Guidebook (format and location not yet defined), based on what (from the listed material) applies to Frankfort. Proposed Guide to include: Main Street East, Main Street West, Waterfront, Institutional
- b. **Suggested Action Plan, starting today's meeting:** to group the ideas, see what applies to Frankfort, and then decide where/how to present the information.
- c. **Procedure for Site Development Plan Approval**
 - i. Our ZO is more detailed Livonia's Page 2 Sample, so no Livonia items need adding to our ZO.
 - ii. In Zoning Ordinance Section 8107.03, a new paragraph number #1 should be added, and all subsequent paragraphs in 8107.03 be re-numbered plus one from their current number).
 1. The name of the new #1 will be "Preliminary Review"
 2. Goal: to achieve architectural character and harmony for the Main Street East, Main Street West, Waterfront, Institutional districts through the observance of design standards.
 3. Intent:
 - a. to provide property owners/developers an opportunity to understand the community's design standards for a proposed project, and,
 - b. in dialog setting (i.e., not Public Hearing), to provide property owners/developers the forum to preview and discuss a proposed project with Commission and public.
 4. While this Preview is described as "opportunity", it is a required step in the Site Development Plan Review procedure for **?? projects (see #5g below)** in MSW, MSE. W and Inst districts.
 5. Steps:
 - a. Download Site Development Plan Review (***Pat not sure who, and what? And whether I recorded it in the right place.***
 - b. Owner/developer (or representative, such as architect) meets City Zoning Administrator to introduce project

- c. For projects proposed for MSW, MSE, W and Inst districts, owner/developer receives/acknowledges/dates receipt of Guidelines. The Guidelines must be dated and the Guidelines date included in the acknowledgment.
- d. Owner/developer brings proposed project to Administrator (this step may result in multiple meetings between Administrator and Owner/developer).
- e. Once Administrator is satisfied that owner/developer has provided sufficient project detail, a date is agreed for owner/developer to present project for Planning Commission Preview (name not established).
 - i. No time limits apply up to this stage.
- f. If the Commission is satisfied that the project meets Zoning standards and community design standards, a signed Letter of Understanding is provided to the owner/developer.
 - i. Need formal name for Letter of Understanding (**not decided on 4/10/2013**)
 - ii. Who signs it? Administrator? (**not decided on 4/10/2013**)
 - iii. Letter of Understanding is good for 90 days, with no extensions
 - iv. Need to define what this 90 days covers? From date of Preview to date of formal PC Site Plan Approval? (**not decided on 4/10/2013**)
 - v. Letter must define date of Zoning Ordinance and of Guidelines being referenced.
 - vi. Guideline version must be dated.
 - vii. Guidelines are effective only for 90 days. If new guidelines come into effect before owner/developer gets to PC Site Plan Approval.
 - viii. Discussion (**inconclusive**) on what happens if 90 days is not enough for owner/developer to get finance, final design, etc.
- g. **Also not discussed on 4/10/2013, what kind of projects does this apply to? New construction? Additions? Re-models? Façade changes? Other?**
- d. **Regarding Character:** Pat will go through Chagrin Falls pp. 47-52, for candidates of what applies to Frankfort.

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

1. 4/10/2013 Zoning Committee Agenda, with 3/13/2013 Zoning Committee Meeting Notes appended.