

**Planning Commission
City of Frankfort
Draft Minutes
June 12, 2012
Regular Meeting**

Call to Order: 7pm

Roll Call: Barresi, Bissell, Campbell, Fairchild, Storrer

Absent: Penne, Ogilvie

Recognition of Visitors: Sandy Jackson, Jerry and Anne Hendricks, Bob Dittrich, JoAnne Frary, City Superintendent Josh Mills, Sharron May

Quorum present

Motion to defer approval of Minutes of Regular Meeting May 8, 2012, due to non-distribution; moved Storrer; seconded Fairchild; all ayes; motion passed.

Motion to Approve Agenda with addition; moved Fairchild; seconded Bissell; all ayes; motion passed.

Public Comments & Correspondence Concerning Items not on Agenda:

Joanne Frary 925 Main St. requested information on the project on 1000 Main St. Where is the property line and how close the property is to the curb? A conversation between **Josh Mills** and **Frary** followed. **Frary** did not want to see the street width shrunk and disagreed with **Mills** that the curb was not changed. She objected to the patio being in the city easement because it is shrinking 10th St.

Reports to the Commission:

1) **Chair: Bruce Ogilvie** provided a written report, which is attached, on the following topics:

- a. Complete Streets and Safe Routes to School Access Project for 2012
- b. Alternative Energy Land Use in City of Frankfort
- c. Medical Marihuana Proposed Ordinance
- d. Lakes to Land Regional Initiative – Calendar of June events
- e. Master Plan and Zoning Ordinance Review
- f. Attendance at NMCoG Placemaking Summit

1) **Committee Reports:**

- a. **Kim Fairchild: Signage/Wayfinding Committee** – Nothing new to report. A meeting will held at a later date.
- b. **Sam Barresi: Public Restroom Facilities Committee report on Survey Results** – the survey was distributed to local residents, visitors and shoppers from adjacent areas. The responses were compiled by zip code and separately for all zip codes. Flush toilets were rated as of the highest importance, followed by: sinks with running water, multiple stalls, cleaning and sanitizing on a regular basis; monitoring and quick repair of graffiti and vandalism. The next step is to determine how to improve all the restrooms to these standards and identify funding sources. Signage was also important to tourists. **Storrer** asked if, before the next regular Planning Commission meeting, there should be an open meeting to determine what to do next and present to the City Council. **Fairchild** said that what to do next would be based on available funds. **Barresi** felt there needs to be a long term plan and that grants might steer the priorities. **Mills** said that the EDC (Economic Development Corporation) has funds available for infrastructure; CDBG (Community Development Block Grant) dollars are tied to job creation. **Barresi** said a meeting will be held with some of the people who helped with the survey.
- c. **Cory B: DDA/TIFD/Capital Improvements** – see New Business

2) **City Superintendent Report: Josh Mills**

- a. The **Bayview Grille** compliance actions are proceeding accordingly. They will be requesting a concrete slab for placing an outdoor cooler.

- b. Review of other construction projects: **Heniser Building** - the third story is complete; the second story is still being worked on. **Patterson Crossing** will be doing a dune landscape; **Laney ?) Johnson** wants to convene an entrepreneurial summit at City Hall.
 - c. The Mineral Springs Playground project is complete (except for the 15' tall Lighthouse). This is due to outstanding community commitment.
 - d. **Presentation of Villa Marine Restaurant & Bar proposed food service.** Full occupancy would be 100. They are catering to walking traffic. **Jerry Hendricks** wants to have a simple outdoor area with picnic tables and umbrellas, to serve beer and wine and possibly margaritas, and an outdoor grill with hotdog vending cart. Hours would be 11AM-10PM. The area would be fenced with a locked gate and a locked, removable storage building would be used. It is a permitted use. Hendricks owns The Villa, which is the adjacent building. Hendricks made developers of the condos next door aware of his potential plans when the condos were being built. Out of courtesy, the condo residents will be notified. **Storrer** asked if lighting would be pointing downward. **Mills** said the fencing would need to be discussed with the Police Chief.
- 3) **Zoning Board of Appeals** – Kim Fairchild and Josh Mills - No Report

Unfinished Business (*Motion(s) previously made, tabled, or deferred, brought back for current consideration*):

Motion to adopt the Draft Medical Marihuana Ordinance following a public hearing, pursuant with established procedures (moved Storrer/Ogilvie)). Was tabled at February, March, April, May meetings, and is still tabled.

Motion to remove the original draft Medical Marihuana Ordinance from Old Business (tabled) and to withdraw the original draft ordinance. Moved Fairchild, supported Storrer.

Discussion: Ogilvie advised that a new ordinance form has been developed after conversation with Peter Doren, Zoning Attorney for City of Frankfort.

All ayes: motion passed

New Business

Motion to Adopt and forward for consideration by Frankfort City Council a Renewal of the Medical Marihuana Moratorium for an additional six months, ending December 11, 2012; moved Storrer; seconded Fairchild; Barresi aye; Bissell aye; Campbell aye; Fairchild aye; Storrer aye; motion passed.

Motion to Adopt and forward for consideration by Frankfort City Council a Renewal of the Alternative Energy Moratorium dated March 21, 2011 for an additional six months, ending December 11, 2012; moved Fairchild seconded Bissell; Barresi aye; Bissell aye; Campbell aye; Fairchild aye; Storrer aye; motion passed.

Motion to create a Downtown Development Authority (DDA) Resolution of Intent? and draft district area map in preparation for the Adoption and forwarding for consideration by Frankfort City Council of a Resolution of Intent to establish a Downtown Development Authority for the City of Frankfort; moved Bissell, supported Fairchild.

Discussion: Bissell reported on the pros and cons of a DDA versus a CIA (Corridor Improvement Authority). A CIA is the “spider legs” of the main body, the DDA. A recommendation was made to pass this motion to authorize a subcommittee of **Cory Bissell, Pat Storrer and Kim Fairchild along with Josh Mills**, City Superintendent, to Draft the resolution, establish the proposed District and create the proposed By-Laws and Statutory Authority.

All ayes: motion passed.

Motion that Bruce Ogilvie's absence from this meeting be accepted as an excused absence due to a significant family celebration; moved Storrer; seconded Bissell; 4 ayes; 1 neigh (Fairchild); motion passed.

Public Input – Agenda Items Only

Pat Storrer initiated a discussion about Garlic Mustard Disposal . She is putting her collection out with regular trash 3 bags at a time. Mills has been working with Tree Board to put it in a spot in an area that will be composted for 5 years.

Frary asked who to speak to about Complete Streets.

Barresi - Bruce Ogilvie

Frary – is there a map?

Mills- it's not completed yet

Motion to adjourn: moved Fairchild, seconded Barresi; all ayes; motion passed.

Meeting adjourned at 8:13PM

Next Meeting: Regular Meeting: Tuesday, July 10, 2012, the Haugen Room, City Hall, 7pm

Chair Report for June 12, 2012

Bruce C. Ogilvie, MCP

By way of preamble, please excuse my absence tonight. It is the day of our 45th Wedding Anniversary and dinner with friends was the order of the day.

- a.) Complete Streets and Safe Routes to School is another step on the path to success. On June 1 we received notice that Frankfort Schools and the City of Frankfort is one major step closer to reality through the MDOT award of **\$196,859** toward our planned creation of safe access to the Frankfort Elementary School, the extension of sidewalks toward the high school and development of signal and traffic controls on 7th Street (M-22), and education programs that encourage health lifestyle choices and increased physical activities. Engineering work begins promptly to satisfy the grant requirements. Receiving the **third** highest amount in the State of Michigan is a substantial accomplishment. Now we have to develop Ordinance support for Complete Streets and Safe Routes to Schools.
- b.) Alternative Energy Ordinance is proving very difficult to create. The changing EPA and State DNRe requirements are not the least of our stumbling blocks to accomplishing this needed Ordinance. Therefore, the need for a renewed moratorium.
- c.) Medical Marihuana Ordinance involves two sections: A licensing section for Chapter 2 of the City Municipal Code and a Land Use section under Chapter 8. The originally drafted form combined those two sections in one document. Our Zoning Attorney, W. Peter Doren, opined that two separate resolutions should be used. A redraft and submission are necessary. Therefore the need to reinstitute the moratorium in the City of Frankfort.
- d.) Lakes to Land Regional Planning Initiative are making progress toward "Visioning" sessions in each of the constituent townships, including Crystal Lake, Gilmore, and others. The attached schedule provides opportunities for all citizens to participate. Frankfort is NOT participating in this phase of the process for the very good reason that we have completed our Master Plan and Zoning Ordinance (2010, 2011) and may only need to modify various chapters to meet the Regional Planning proposals, if Frankfort PC and City Council concur. I attended two meeting of the Lakes to Land Board, April 11 and May 9. Jim Campbell is the other Frankfort representative. (See schedule on reverse)

- e.) **Master Plan and Zoning Review.** Progress is being made as we accumulate items and areas of the two documents that may need editing and/or revision. Josh Mills, Pat Storrer and I have met once and worked collaboratively on this difficult process. Perhaps Josh and Pat have some additional information to report.
- f.) I attended the Northwest Michigan Council of Governments Placemaking Summit on May 21, 2012 at the Haggerty Center, Traverse City. The Michigan Municipal League, NWMCoG and MSUe had presentations. Materials on Way-finding and Place identification have been given to Cory B and Kim Fairchild to aid their efforts.



Lakes to Land

REGIONAL INITIATIVE

Unique Region. Unique Communities. Shared Vision.

You Are Invited!!! **Community Vision Session** **6:30 p.m.**

The Lakes to Land Regional Initiative is a unique joint planning effort to involve voices from throughout the region in the creation of Community Master Plans.

The communities will then work together to design strategies for collaborative action.

To kick the process off, the following Community Vision Sessions are scheduled:

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|-----------------------|---------------|-------------------------------|
| Arcadia Township | June 12, 2012 | Pleasant Valley Comm. Cntr. |
| Bear Lake Township | June 21, 2012 | Bear Lake School |
| Blaine Township | June 19, 2012 | Blaine Township Hall |
| Crystal Lake Township | June 14, 2012 | Frankfort-Elberta High School |
| Gilmore Township | June 14, 2012 | Old Life-Saving Station |
| Joyfield Township | June 13, 2012 | Blaine Christian Church |
| Pleasanton Township | June 18, 2012 | Bear Lake School |

Share your Vision!

Please make an effort to attend the Vision Session in your Community.

For More Information:
231.933.8400
www.lakestoland.org



Open to the public!
Please join us!