

City of Frankfort Planning Commission
Minutes
June 14, 2016 Regular Meeting

Call to Order: 5:36 p.m.

Roll Call: Barresi, Bissell, Fairchild, Kirkpatrick, Kunitzer, Penne, Stahl

Recognition of Visitors: Tom Kucera (Crystal Lake Township Zoning Administrator), Sharron May (Recording Secretary) Josh Mills (City Superintendent)

Motion to Approve Minutes of Regular Meeting, May 10, 2016 as amended moved Barresi, second Fairchild, all ayes, motion passed.

Motion to Approve Agenda as amended Bissell, moved Fitzpatrick, all ayes, motion passed.

Public Comments & Correspondence Concerning Items not on Agenda:
Sharron May – plant rescue before excavation of wooded areas

Reports to the Commission:

1. Report from the Chair: Maury Stahl

~~a. City's Sign Ordinance Update~~

- b. Sign Ordinance Workshop - Stahl reviewed some of the main points. The discussion included the inability to regulate content (only height, size and lumens); that signage allowances go with the property in perpetuity and what can be done about defunct signage. Susan Fitzpatrick will chair a committee to review the Sign Ordinance. Kurt Schindler who led the workshop said that out of 36 communities, only 2 were in compliance.
- c. Pilot Program Attendance – The program requires a deal with MSHDA. Mills feels that Frankfort needs to be creative to achieve long term, affordable workforce housing through tax breaks and density. Right now the city allows duplexes and Ancillary Dwelling Units (Granny Flats). Mills likes the idea of an overlay district with standards. Kucera remarked that a viable approach is licensing.

2. Reports from Planning Commission Committees:

- a. **Public Facilities** – Sam Barresi and Stahl attended the last Council meeting. The Public Facilities proposal was received well and is moving forward. Barresi passed out and reviewed a schematic.
- b. **Master Plan Review/Update 2015** – Josh Mills reported that demographics have been updated and letters need to be sent out to neighbors. They need to discuss how long term housing fits in the Master Plan. A discussion followed including long-term housing, the views from Second Street and development. The 30 days re up on Friday on the Snyder property demolition.
- c. **Complete Streets Committee** – Melina Penne – No report

3. Report from Zoning Board of Appeals: Susan Kirkpatrick and Josh Mills – No report.

4. Report from Lakes to Land organization – Josh Mills – No report. The townships are working on Zoning Ordinances. Lakes To Land is involved in Stronger Economies Together to determine appropriate economic development strategies and industries for Benzie, Manistee, Grand Traverse and Kalkaska counties.

5. Report from Parks & Rec Committee – Melina Penne and Josh Mills – No Report

6. City Superintendent Report:

- a. Summer Parking Restriction Ordinance - Mills tied this in with the RV Trailer Parking, Item J. Discussion included closing the loopholes, expanding the street list, common sense enforcement and review of a draft sign.
- b. Market Square Park Restroom Update – Mills met with the DNR on a Site visit today and will know a determination of a grant in November.
- c. Portland Builders Update is on hold for re-evaluation due to increased costs.

- d. Harbor Lights Update – There has been no action in a year.
- e. Dilapidated Building at Hall and Park View Lane (Construction Board of Appeals) – see under 2b.
- f. 7th Street Beach is moving forward next with grading; rain garden development and procuring materials.
- g. Market Square Park Basketball Courts – the posts, rims and backboard arrived and will be installed by the city and then the courts can be resurfaced.
- h. Capital Improvement Plan – the costs are being fine-tuned and will be all-inclusive. Mills will work with the PC on prioritizing.
- i. Benzie Bus Shuttle – The biggest thing is to encourage employees to use it. They are going to run later. The DDA has done a good job of encouraging.
- j. RV Trailer Parking – see 6a.
- k. Crowd funding – Mills met with different groups and attorney who specializes in crowd funding. There will be a hard copy of projects, links on the city website and letter writing.
- l. Other – Mills discussed Day Avenue/Skinner Road access.

Unfinished Business

- 1. Michigan Avenue Restrictions Update – Mills suggested a joint meeting with the City on Beach bathrooms and Hefron Hill.
- 2. Master Plan Revisions (2015) – See 2b.
- 3. RV Parking Ordinance Status – See 6a.
- 4. Beach Restroom Project Progress – See 2a.

New Business

- 1. Crosswalk Striping and Signage should improve parking and slow down traffic.
- 2. Lake Michigan Beach Park Improvements/Recommendations – Barresi suggested appointing someone from the Planning Commission on the Safety committee and bringing others community members into the committee.
- 3. Appointment of Planning Commission Member to Safety Committee

Motion to forward to Council a request for a Planning Commission member to serve on the Public Safety Committee moved Kunitzer, second Barresi, all ayes, motion passed.

- 4. The Motion to excuse Cory Bissell was determined unnecessary.
- 5. **Waterfront District discussion** – The need for cleaning up the ordinance and definitions was discussed.

Public Input – Agenda Items Only

Tom Kunitzer, 218 Forest Avenue supported the idea of cleaning up the ordinance and preserving the views of the bay. Views of the water are at a premium and a lot of waterfront communities are struggling to get them back.

Any Other Business/Ongoing Business, Comments, etc: Minutes briefs for Commission, General Discussion/Braining Storming – There is no Planning Commission meeting in July. Mills passed out the Beach rules.

Motion to Adjourn moved Barresi, seconded Fairchild, all ayes, motion passed. The Meeting adjourned at 7:37 p.m.