

City of Frankfort Planning Commission
Minutes
June 9, 2015 Regular Meeting

Call to Order: 7:02 p.m.

Roll Call: Barresi, Bissell, Fairchild, Kirkpatrick, Stahl. Absent: Penne. Quorum present.

Recognition of Visitors: Chip Smith (Wade Trim & Assoc), Jay White, Colin Merry, Sharron May (Recording Secretary); Josh Mills (City Supervisor).

Motion to Approve Minutes of Regular Meeting, April 14, 2015 moved Bissell, seconded Barresi, all ayes, motion passed. The minutes from the Special Meeting of May 21, 2015 were moved to next month's agenda.

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

Public Comments & Correspondence Concerning Items not on Agenda:

1. Request to Appear: None
2. Correspondence: None

Reports to the Commission:

1. **Report from the Chair: Maury Stahl** reported that a Special Meeting was held to support the concept of a brewery in the east Main area.
2. **Reports from Planning Commission Committees:**
 - a. **Public Facilities** – Sam Barresi announced a meeting on June 25 at 9:30 a.m. at City Hall.
 - b. **Master Plan Review/Update 2015** – Chip Smith gave an update of the MP and DDA. The technical updates have been done (demographics, etc.) still need to update district language, most likely not until September. We don't seem to have big changes, some expanded language to allow a broader range of buildings. There will be a fully updated draft in the August packet. Notice and public hearing in October or November. The TIFF and Development plan draft has been presented to the DDA. A workshop was held back in March on different projects and priorities: programs, marketing, promotion, business recruitment, advertising, etc. The anticipated tax capture assumes a 2.5 growth rate the first 5 years and is likely to be less than \$20,000 a year. It can be seed money for things like improving an online presence. Conservative revenue estimates and liberal cost estimates. Josh Mills will forward the plan to everyone. A discussion followed about the practicality of a sports complex. Smith would try to find out what recreational activities are leaking out of the community now. Some donors are interested in funding a community pool.
 - c. **Complete Streets Committee** – No report. Frankfort was one of the first communities in Michigan to adopt Complete Streets guidelines.
3. **Report from Zoning Board of Appeals:** Susan Kirkpatrick and Josh Mills – a ZBA meeting is scheduled for June 17th to hear two requests for a variance.
4. **Report from Lakes to Land organization** – Josh Mills reported that they had a meeting a month ago. The next phase will be funding implementation of collective priorities and projects such as M-22 Scenic Byway, expanding the Explore the Shores program, a Farm & Food System project, etc.
5. **City Superintendent Report:**
 - a. DDA-TIF – See report by Chip Smith under Reports to the Commission.
 - b. The Capital Improvement Plan (CIP) is nearly complete.
 - c. Re-development-Ready Communities (MEDC Initiative) – once the CIP is adopted the city will meet all the requirements.

d. Parks and Recreation Master Plan has been adopted and accepted by the state of Mi.

Unfinished Business

1. **RFP for new Zoning Attorney** – it's done but he wants to add DDA components. Fitzpatrick volunteered to serve on the interview board.
2. **Planning Commission By-law and Rules Discussion/Review** – The bylaws need to be changed to reflect the right number of members; Stahl has an addition he would like to add: Attendance via phone or other means of technology. No more than 2 members can use that technology for a bona fide reason (medical). Chairman who is not present must relinquish chair to vice chair for that specific meeting. Chip Smith said that there might have been a recent decision about that. Discussion to amend the language to read that the PC will 'schedule' a meeting once a month.
3. **Hotel Frankfort Patio Fence** – Mills met with applicant regarding the temporary fence and liquor control. Fences seem to be averaging more than the standard 36" with the ornate aspects. Mills will talk to the owner about it.

New Business

1. **Benzie Bus Shuttle** – Kirkpatrick led a discussion about how the PC could do their part to market and incentivize this so it is a successful beginning step to address the increasing pedestrian and vehicle congestion. She suggested putting handicapped signs up so that can be enforceable. Discussion included "Our employees use the Benzie Bus" sign in the window. Kirkpatrick asked if the facilities committee could propose additional ideas at their next meeting. Colin Merry was asked if the Record Patriot could publicize. Josh also suggested using the Betsie Current, Facebook, ambassadors, etc.
2. **Skate Park** – Mills reported that they have a donor and a grant for a skate park at Market Square Park. It will have lighting and landscaping to buffer sound. It will be an addition to basketball court to provide more physical activities for youth. The city will be responsible for long-term maintenance. Construction may affect the one day Art Fair. There will be a public meeting sometime in July.
3. **Motion to excuse Melina Penn moved Fairchild, second Kirkpatrick, all ayes, motion passed.**

Public Input – Agenda Items Only

Sharron May suggested a DDA Campaign, like the TC Local Shopping Day, where businesses give an incentive for shopping locally and doing the same for the Benzie Bus on key days. The PC might consider taking the shuttle to the next PC meeting and publicizing a photo.

Any Other Business/Ongoing Business, Comments – None

Motion to adjourn moved Fairchild, seconded Barresi all ayes, motion passed. Meeting adjourned at 8:41 p.m.