

**Planning Commission  
City of Frankfort  
Agenda  
July 12, 2011  
Regular Meeting**

**Call to Order: 7:00 PM**

**Roll Call and Recognition of Visitors:** Campbell, Fairchild, Larson(absent), Ogilvie, Penne, Storrer, [vacancy (1)]

**Public:** Bob Cornwell, Cornwell Architects; Brian Rowley, Gourdie-Fraser, Inc; Sharron May; Josh Mills, City Superintendent; Paul Patterson, State Savings Bank; Maury Stahl

**Quorum Present**

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**Approval of Minutes tabled for Regular Meeting of June 14, 2011**

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**Approval of Agenda with addition of Approval of a Resolution on Complete Streets under New Business and Formal disposition for neglect of duty for Mr. Larson**

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**Public Comments & Correspondence Concerning Items Not on the Agenda: None**

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**Reports to the Commission:**

1) Chair Report: Chair Bruce **Ogilvie** reported on the **Status of Ordinance development for Medical Marihuana and Alternative Energy**. These are ongoing activities to determine what the citizens wants to see happen. The resolution on Complete Streets will be discussed in detail later in the agenda.

2) **Subcommittee Report: Public Forums** – Patricia Storrer  
[Pat will submit her report here]

3) **City Superintendent Report – Josh Mills**

a) Main Street redevelopment project(s) and Specific Site Plan Approval. **Mills** is finalizing the special use permit for **Bayview Grille** for 30 days with option to go another 30 days.

b) **Complete Streets and Safe Access to Schools** – a working committee of City and school officials met to discuss goals. Components will include new curbing, enhanced drainage, underground infrastructure; lighting; way finding signs, sidewalk replacement; wider right-of-way areas; and trails. Frankfort is one of the first cities to adopt Complete Streets in its zoning.

c) Other: **Mills** is continuing to make determinations on structures considered as dangerous buildings and will be partnering with the Building Department. There was a discussion about the safety issues of crosswalks and the need to work together to keep sidewalks clear. Sidewalks are a homeowner responsibility. The city can ask homeowners to replace and repair sidewalks, but has always tried to fund it through grants (cost: \$13,000-\$15,000 for a 400 ft section). In response to a question about the appearance of the fruit processing plant, landscape plan and traffic congestion, **Mills** responded that this is part of the overall enhancement plan. Michigan and NW Territory laws prohibit imposing new restrictions on old structures unless improvements are being made.

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**Unfinished Business: None**

**New Business**

**Motion to approve State Savings Bank site plan with three provisions: 1) the first phase will start Aug. 11; 2) that the second phase would start no later than Sept. of 2013, and 3) that the plan be amended to include that the existing sign will be relocated onsite in its current form and that the sidewalk on the SW edge will connect to the city sidewalk. Moved Fairchild, seconded Storrer; all ayes; motion passed.**

Discussion: **Bob Cornwell** explained the approach to the project, they wanted to provide a parking lot addition that would eventually expand the drive-thru, parking and onsite water draining and trapping without taxing the system. The parking will be done this summer/fall; the drive up will be done later after making sure the drainage system works - within two years. **Ogilvie** says that the Planning Commission can make an allowance up to 3 years. **Brian Rowley**, Gourdie Fraser, indicated that the two city parcels to the east will be incorporated with grass and green space areas and screening and they are doing the best they can to protect the trees, but may need an arborist to determine health. He is excited about the improved traffic flow and that they are on track with the Complete Streets plan with sidewalks and closing the drive-thru lane. The ATM will be part of phase -2 construction that removes the existing lane at ATM. There is no current storm-water management on the property. Underground infiltration bed was sized to retain water with a pipe to the system. Lighting will point downward so light source does not leave the site. Stated that a sidewalk must be created connecting the parking lot with the city sidewalk. Everyone would like to maintain the green space. The existing bank time and temperature sign will need to be relocated, without penalty or rebuilding. The canopy that covers the driveway will be removed but not the overhang that corresponds with the character of the building. Ogilvie expressed that he was pleased with the adaptation of the model to correspond with the Complete Streets plan.

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**Motion to forward a Resolution to the City Council for Complete Streets and Safe Access to Schools with change to "K-12" in second paragraph moved Storrer; seconded Campbell; all ayes; motion passed.**

Discussion: second paragraph should say K-12. This resolution will allow the city to participate with the schools in securing grant opportunities to enhance the community by improving safety, reducing traffic, fuel consumption and air pollution, and influencing the entire infrastructure of the city.

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**Motion to submit to City Council a neglect of duty resolution regarding Mr. Tim Larson moved Storrer, seconded Fairchild; all ayes; motion passed.**

Storrer asked what the City Council would do. Ogilvie: They will run a hearing, unless there is a resignation. There is a requirement that one member should be appointed from the Zoning Board to the Planning Commission so the Zoning Board will be asked to fill that position.

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**Public Input – None**

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**Adjourn: Motion to adjourn moved Fairchild; seconded Campbell; all ayes; motion passed. Meeting adjourned at 8:01pm.**

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**Next Meeting:** Regular Meeting on August 9, 2011, The Haugen Room at City Hall at 7:00 pm.

\* Information on other meetings: *Complete Streets and Safe Routes to Schools* initial public forum scheduled for Wednesday, July 27, 2011, 7:00 pm at Frankfort Elementary School, Multipurpose Room.

Commissioner Handouts: Draft Minutes for Regular Meeting of Regular Meeting of June 14, 2011