

**Frankfort Planning Commission
Regular Meeting Draft Minutes
July 13, 2010**

Call to Order 7:00 PM

Roll Call and Recognition of Visitors; Bartley, Campbell, Larson, Martin, McLaughlin, Ogilvie, and Storrer NEW MEMBERS Kim Fairchild and Melina Penne welcomed.

Public Present: Bill Higman, Josh Mills, Sharron May, Bonnie Warren, Bob Dittrich, Josh Mills, pim Dodge
Quorum present

Motion to ratify approved Minutes as corrected of Regular Meeting of May 11, 2010 moved Storrer, seconded Fairchild; all ayes; Motion passed.

Motion to approve the Minutes of Special Meeting on May 13, 2010 with an amendment explaining Katie Condon's attendance to fulfill a vacancy: although her term of office was over, she was not replaced. Moved by Storrer; seconded Ogilvie; all ayes; motion passed.

Discussion: The State statute and by-laws support that Condon had standing to vote as a sworn member of the Planning Commission. McLaughlin suggested a special notation validating Condon's attendance.

Motion to Approve Minutes of Regular Meeting of June 8, 2010 moved Storrer; seconded Campbell; all ayes; motion passed.

Motion to Approve Agenda moved motion passed moved McLaughlin; seconded Martin; all ayes; motion passed.

Public Comments & Correspondence Concerning Items Not on the Agenda:

McLaughlin asks when a final copy of the Master Plan will be available.

Ogilvie responds that it will be published and posted on the website as soon as Chip Smith receives the signed resolution, hopefully by next week. It will include all the amendments and a statement concerning the disputed property in the east bay area (aka Tobin Settlement) which will be designated on the regulating map and text concerning that area. One hard copy will be available as well as a PDF disc that can be copied but not changed.

Bonnie Warren asks if the time has expired to make changes; what if there are any mistakes; and that it seems that the final draft should have come before the Planning commission's final approval.

Ogilvie, responds that they can correct general editorial errors (spelling, etc) but no substantive changes can be made without an amendment.

Reports to the Commission: Chair Report, Bruce Ogilvie

Ogilvie reports on a decision by the Mayor, Chair Ogilvie and Chair of the Zoning Board of Appeal in response to a letter from Wade Trim requesting an additional \$10,000 to follow a 'condensed process' to complete a zoning ordinance to match the Master Plan. With CZM funds, the administration came up with \$7,500, which Wade Trim has agreed to accept along with an additional \$2,500 when it becomes available. A Workshop will convene at the offices of Wade Trim consisting of one member of the Planning Commission, one member of the Zoning Board of Appeals; one member of the City Council, Wade Trim staff; one member of the city administration, and since no member of the public was able to be attracted as an at-large member, Ogilvie was asked by Mayor Johnson to sit in to represent the public interest. The date is July 21 & 22, 2010, at Wade Trim's office, in Traverse City, from 10-3pm. The group will work through the most difficult issues so that Wade Trim can put together a Smart Growth zoning using elements of form-based zoning to meet the requirements of the CZM Grant. The Planning Commission will be able to review the document with Chip Smith for corrections. The final document will be reviewed for approval by the Planning Commission and at least one public hearing before being forwarding to the City Council for approval.

Discussion: **McLaughlin**, referring to a memo to the Planning Commission asks Ogilvie to define how "the group will work on the critical zoning ordinances and provide direction" while having no members of the public on this committee. **Ogilvie** responds that they will be looking at the major changes and how that will affect the rules. **McLaughlin** concerned about decisions being made in conflict with the Open Meetings Act and asks that meeting is

posted so that the public is not excluded. **Ogilvie** responds that the decisions will be discussed and disclosed at the Planning Commission meeting. **Mills** will post the meeting info. **Fairchild** offers clarification that this is instructional, not a decision making meeting; with **Storrer** adding that the work group is a sounding board for Wade Trim to make sure that they are correctly interpreting. **Ogilvie** feels that they have worked so hard to engage the public, he believes that speeding up the process will enhance the product and they will be ending up with a template. The public will be able to see the draft document and it will be fully discussed in an open meeting. Ogilvie offered to give up his space to an interested member of the public.

Zoning Board of Appeals – Bruce Ogilvie – no report

City Superintendent's Report – Josh Mills

The Northwest Michigan Council of Governments is offering a competitive grant project up to \$20,000 to each county for the purpose of expanding on the citizen-led Grand Vision project. They are looking for innovation, new technology and Mills feels that Frankfort is perfect for it. His application would include components of the zoning ordinance, virtual modeling and wireless broadband. Ogilvie asks for funding for Planning Commissioner education. A discussion followed about tourist and traffic flow over the 4th of July; Penne suggests better accommodations for those with special needs. Larson comments about need to enforce 'no parking'; Campbell suggests merchants staying open after fireworks.

Subcommittee Reports:

Final Report by the Comments Subcommittee by Pat Storrer. Storrer submits a written report to support the verbal report given at the last regular meeting. Offers draft thank you letter for those who submitted comments, with committee suggestion that the letter should come from the Mayor. Ogilvie confirms that Shannon will be sending letters by mail and email. There is still another Subcommittee meeting pending on the future of the outreach efforts.

Capital Improvement Plan by Suz McLaughlin – no report

Planning Commission Budget Subcommittee, Bruce Ogilvie- no report

Unfinished Business

Motion to bring from the Table Nomination of Officers and Representatives of the Planning Commission for the term of office March 2010 through February 2011 moved Storrer; seconded Fairchild; all ayes; motion passed

Motion to Nominate Patricia Storrer as Secretary moved McLaughlin; seconded Larson; all ayes; motion passed

Motion to nominate Andrew Martin as Vice Chair moved McLaughlin, seconded Bartley; all ayes; motion passed

Motion to Nomination for Chair of Bruce Ogilvie, moved Storrer, seconded McLaughlin; all ayes; motion passed

Other old business: none

New Business:

Motion to ratify Resolution 2010-10 Adoption of the Master Plan 2010 as voted on May 11, 2010 to "Now therefore be it resolved that the content of this document together with all maps attached to and contained herein, is hereby adopted with eight amendments as contained in the minutes of 5/11/2010 by the Planning Commission as the City of Frankfort Master Plan on this 11th day of May 2010" as moved by McLaughlin and seconded by Storrer with 6 ayes, 0 nays, no absences and 1 abstention. All ayes. Motion passed.

Discussion on specific wording to be used; Martin notes incorrect spelling of Dan Bartley's name.

Recognition of McLaughlin by Ogilvie for her redoubled efforts as secretary of the Planning Commission; diligence and hard work.

Public Input – Agenda Items only

Bonnie Warren asks if it was decided that the meeting in Traverse City was an open meeting. Ogilvie confirms.

Sharron May, 904 Adams Road asks what is the format for selecting members of the public; how are those decisions made?

Ogilvie responds that Bob Johnson, himself, and Larry Miller compiled a list of former Planning Commissioners, Zoning Board of Appeals and City Council members knowledgeable about zoning ordinances. No one accepted.

May: so the format is a “by invitation only” list. **Ogilvie** affirms.

Suz McLaughlin expresses that while she has learned many things and it has taken her a really long time to get there, she is resigning from the Planning Commission as of this evening. She is anxious to continue working on the things the community has identified and will be sitting in the audience and participating in the future. She thanks the commission for their collaboration and a great learning experience and submits her letter of resignation.

Any other Business: none

Motion to Adjourn moved Martin, seconded Fairchild; all yeas; motion passed. Meeting adjourned at 8:22pm.

Next Meeting: Regular Meeting August 10, 2010 7:00 pm at City Hall

Commissioner Handouts: Minutes of May 11, 13, June 9, 2010 Planning Commission meetings, Roster of PC Members