

**Planning Commission City of Frankfort
Draft Minutes
August 10, 2010 Regular Meeting, Frankfort, MI**

Call to Order: 7:00 PM

Roll Call and Recognition of Visitors: Bartley, Campbell, Fairchild, Martin, Ogilvie, Penne, and Storrer [one vacancy]

Absent: Larson

Public: Bonnie Warren, Josh Mills, Sharron May, Suz McLaughlin, JoAnn Frary, William Higman.

Quorum present

Motion to approve of minutes of Regular Meeting of July 13, 2010 moved Storrer; seconded Martin; all ayes; motion passed. Agreed that, these minutes be signed by McLaughlin since she was Secretary at that meeting.

Motion to approve Agenda; moved Martin; seconded Bartley; all ayes; motion passed

Public Comments & Correspondence Concerning Items Not on the Agenda:

No Correspondence

Joanne Frary, 925 Main St, had multiple questions about street widths of particular streets, especially in regards to the new development on Day Street: has anyone followed through to inspect to see if they are staying within the surveyed lines? What if things are being encroached on? Will Day Ave. remain 100 ft. or will you release property to them? What about shrubs and trees and fences? When a street is vacated, who gets the property?

Josh Mills responds as Zoning Administrator, clarifying street widths; that there are obviously 'grandfathered' situations which in time should be 'cleaned up' with the right of way? Permissive use of the right of way has occurred in the past, but anything new(encroachment) would not be allowed. (The right of way of the city) does allow plantings through a Tree Board Plan; The city will instruct property owners to trim trees. The City has vacated streets and the land is usually split between the property owners on either side (of the street) will get half.

Ogilvie, as well as Secretary, **Pat Storrer,** requests that Frary submits concerns in writing so that commission can answer them properly.

Suz McLaughlin asks if there is an E.T.A. on the final copy of the Master Plan.

Ogilvie has not received a final copy and will check the status with Wade Trim.

Reports to the Commission:

Chair Report - Bruce Ogilvie – There was a Zoning Workshop with representatives of the Planning Commission, Zoning Board of Appeals, City Council, and Bruce Ogilvie representing the public, who met with Wade Trim staff on July 21st and 22nd, 2010 to review all the changes to make the new zoning ordinance match the Master Plan and meet its requirements. Lasting for 4-5 hours, these sessions took place at Wade Trim's Traverse City office and were described by Ogilvie as "very successful".

Zoning Board of Appeals – Bruce Ogilvie – no report

City Superintendent's Report – Josh Mills

Gateway Village Changes to Site Plan: Mills has been working with MDOT to handle overflow of storm water onsite; rain gardens are in place. MDOT is allowing the overflow to be pumped into the wetland and MDOT required the removal of the site plan defined curb on M-22 and slightly moved the entrance to the west, requiring Gateway Village to replace fire hydrant. The modifications fall under the zoning ordinance's 5% 'administrative changes'.

Ogilvie points out that we should discuss the issue of complete streets, that being part of the master plan with MDOT, the City expects to confront MDOT on this decision. Mills point out that there are issues with the storm sewer that will eventually cause it (the storm sewer) replacement and at that time the City and MDOT will address the curbs to meet the 'complete street' plan.

Mills proposed that a site plan process be used for changes at Paul Oliver Memorial Hospital for a concrete base to facilitate a portable CAT-scan; it is not going to take up any existing parking.

Mills also discussed the decision of Verizon Wireless telephone for a location on tank hill. The Company wants to put a concrete base pad on Tank Hill for a portable generator to serve as a back up power source. Mills recommends going through a site plan process. **Fairchild** inquires about the possibility of available space in a building owned by AT&T. Mills thought that idea had merit, and would ask ATT and Version if they could work together.

Subcommittee Reports:

Final report by the Comments Subcommittee by Patricia Storrer—a thank you letter was approved by Chair Ogilvie and Mayor Johnson and will be mailed as well as published in a Letter to the Editor in the Record Patriot and GTInsider. Exporting email addresses from former Secretary Suz McLaughlin's email address book has been too difficult, so the pdf will be sent her to be forwarded via her email list, using the Planning Commission email address. **Ogilvie** advises that the Commission's present focus is the Zoning Ordinance: he expects that an "education forum committee" will be formed to organize outside speakers to speak to various issues such as energy, especially with the advent of Joy Township and Dry Hill Wind Energy Farm.

Capital Improvement Planning Subcommittee by Andrew Martin- no report, but they will be meeting shortly and involving members of the City Council.

Planning Commission Budget Subcommittee Report, Bruce Ogilvie If they are successful with some of their grant writing, there may be some education funds available, but right now Planning Commission expenditure is restricted to mailings and announcements.

Mills announced the Benzie Grand Vision meeting on Thursday, August 12 4-5:30 that will be held at Grow Benzie. Mills has been asked to be on the Growth and Investment Committee. A Generation E Seminar will be held at City Hall on August 18, 2010 from 2-3:30 p.m. to encourage entrepreneurship.

Unfinished Business – none

New Business:

Motion, to accept the resignation of Suz McLaughlin from the Planning Commission, with regret and with thanks for her dedication, hard work and attention to detail. Moved Storrer; seconded Fairchild; all ayes; Motion carried.

Motion to affirm the Administrative Decisions of the Zoning Administrator to: a) make changes to the Gateway Village Site Plan at the frontage on M-22 (Forest Avenue) moved Martin; seconded Campbell; all ayes; motion carried.

Motion to affirm the Administrative Decisions of the Zoning Administrator to: (b) not require a special use permit and to require a site plan review and approval process to allow Paul Oliver Hospital to create a concrete base pad for the portable (MRI). Moved Martin; seconded Fairchild; all ayes; motion carried. This action does not impact the Master Plan.

Motion to affirm the Administrative Decisions of the Zoning Administrator to: (c) approve the request by Verizon to place a generator site at the Tank Hill cellular tower and not to require a special use permit and only require a site plan review and approval process. Moved Fairchild; seconded Storrer; all ayes; motion carried.

Motion to ratify the appointment of Andrew Martin as Subcommittee Chair for Capital Improvements Planning Subcommittee; moved Storrer; seconded Bartley all ayes; motion carried.

Public Input – Agenda Items only

Frery asks to see the site plan.

Bonnie Warren, 590 Corning asks if there are any restrictions on the amount of water that can be discharged into a wetland area and who oversees it.

Mills- The wetlands behind the Shell Station and Gateway Village is a non-regulated wetland; a weir that discharges into the storm system and into Betsie Bay regulates the height. The (Gateway Village) site itself has rain gardens that will absorb some of it. The parking area has retention basins and overflow goes into the wetland via a pipe. Mr. Hollander has established a \$40,000 endowment fund in an escrow account to develop the wetland area with a boardwalk that will eventually be deeded to the city or to a non-profit.

Suz McLaughlin asked if the reports on the 21st and 22nd will be made public.

Ogilvie- Yes.

McLaughlin- Is the original zoning that Wade Trim had for the residential being scrapped? **Ogilvie-** Yes.

McLaughlin recommended that the commission strengthen their affirmation of Josh Mills' decision to address the eventual curb; and recommended looking into a USDA rural energy grant.

Sharron May, 904 Adams acknowledged the mandate of complete streets by Governor Granholm that was recently passed.

Motion to Adjourn moved Campbell; seconded Fairchild; all ayes; motion passed; Meeting adjourned at 7:55pm

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

Commissioner Handouts: Minutes of July 13, 2010

Mayor's "thankyou" letter to public who commented to Master Plan Comment Period.

Gateway Village Utility Plan.

For Paul Memorial Hospital: sketch showing location of proposed concrete base pad for portable MRI, topographical survey, and preliminary site plan.