

FRANKFORT PLANNING COMMISSION – REGULAR MEETING

Meeting Minutes August 11, 2009

Call to Order: 7:02pm.

Roll Call – Present: Ogilvie, Clingman, Condon, Duncan, McLaughlin, Mills, Larson, Hommel **Excused:** Johnson

Public: Pat Storrer (Council liaison)

Quorum present

Approval of Minutes July 14 - Moved Duncan ; seconded Hommel. Motion passed.

Approval of Agenda with additions

Moved McLaughlin; seconded Condon; Motion passed.

Public Input on General Issues- None

Planning Commission Input on General issues

McLaughlin requests that Commissioners make every effort to reduce number of copies needed for economic and conservation purposes. **Ogilvie** responds that point is well taken.

Chair Report- Bruce Ogilvie

Wade Trim paper copy of initial Master Plan Presentation and cover letter sent by mail or E-mail on 8/6/09 and available online for review. Assessment of July 13-17 2009 Vision Week: wonderful week, info, location, participation by business owners (18) and public authorities helpful with grant writing and state funding possibilities. Expressed preference for more participation of Planning Commission. For the record, **Duncan** reminds of health constraints that prevented participation; recognized by Chair.

- a. Green Infrastructure and Planning**, Thursday, August 13 7pm at Benzie County Govt. Center, how to better deal with watershed and building activities.
- b. Global Information Systems and Sciences**, Sept. 17-24, Petoskey or Traverse City locations @ 6pm. \$10 per person; education fund available.
- c. Other meetings:** Report on **MLUI After Hours presentation** attended by **Ogilvie** and **Mills** on planning activities in Benzie County on August 4th and County Planning Commission Work/Study on Wind Energy Zoning Ordinance Proposal Zoning ordinance proposals on August 5, 2009th. Chair has handouts for commissioner review.
- d. MSU Extension Citizen Planner Curriculum** for Commission members – County is setting pace for requiring continuing education for Planning Commission members. Sign up online, classes available online or in Traverse City, Manistee, and Cadillac; 6-7 month program, at some point a mandatory education process should be included in the PC by-laws.
- e. Notice of Intent to Plan** was sent 6/22/09 to municipalities, public utilities, road commission and MDOT that we are undertaking Master Plan and Zoning Ordinance revisions as formally required by statutes. A copy is being filed with the July minutes.

Discussion:

McLaughlin raises concerns about cost to city and its ability to pay for mandatory Citizen Planner education. **Ogilvie** responds that City and Community Foundation share cost (\$400) and that his cost was less than \$150. If funds are short, Planning Commission can make a request to the City Council as a group. **McLaughlin** suggests need for clarification with City Council regarding incorporating in budget.

McLaughlin inquires about August meeting with Dan Scripps and status of Bart Stupak's bill to establish Great Lakes Basin as a public trust. **Clingman**, with solicited public input from **Pat Storer, 424 Corning Avenue** reports on meeting which included education about Great Lakes compact; legislative aspects; scientific reports on cold water fisheries, water quality, aquifer limits and depletion; need for advocates; panel discussion; Q & A session. **Duncan** inquires about need to make a motion to investigate aquifer situation. **Ogilvie** responds that it falls under general capital improvements; water resources are covered and handled in the Master Plan.

City Superintendent Report-Josh Mills

Mills gave report and update on the **Use of City Budget Funds and Coastal Zone Management (CZM) Grant funds** toward creation of Master Plan. **First award funding in line and on budget.** Pat Storer's in-kind hour documentation illustrates that we are maintaining our agreed upon contribution of cash value and in-kind hours. (Between Planning Commission and City Council 9,500 hours of in-kind hours in the first quarter). **CZM second award yet to be guaranteed**, but Mills states that it is "highly likely that funding will be received to continue with the zoning ordinance project".

Report on Asset-Based Community Development grant - Proposal submitted by Mills results in Frankfort being selected to have this inventory conducted. This would be a key component to the Master Plan and include inventories of property; potential uses; existing business database of goods and services; knowledge base, special skills and trades inventory; retiree background database, etc. Press release forthcoming. Mills will encourage evening Saturday event.

Discussion: **Ogilvie** referenced Northwestern University, Evanston, Illinois report documenting the five year impact and compares to Wade Trim's approach of building on the positive aspects of the community. **McLaughlin** references prior effort at Chamber business assessment. **Mills** responds that he has spoken to Mary Carrol and Joanne Bartley about being major contributors to the effort. He acknowledges the difficulty of short timeline. **Ogilvie** confirms Mary Carroll's enthusiasm for project.

Zoning Board of Appeals Report, Joe Hommel – No report

Old Business-

Motion to Reconsider proposed site plan changes for Gateway Village, LLC. McLaughlin moved; Condon seconded. Motion passed.

Josh Mills passed out site plan and reviewed changes. One unit rotated 90 degrees; existing water main kept in present location (cost factor); sidewalk extended north to James Street; not included on last site plan is one carport per unit; 20x20 maintenance building unit added; gravel parking area; playground structure moved; elevation drawing showed what units to look like, an improvement over prior example. LEED-certified development second of its kind in the state. **Duncan** receives clarification about LEED certification from Mills. **McLaughlin** asks if it ever went before City Council to approve Leelanau Ave. **Mills** responds that it is yet to come. Seeking Brownfield designation for additional tax credits key component to their ability to go forward. Full page public notice was in

paper. Adequate parking is required by Ordinance, Mills stated that sufficient on-site parking plus conditional on-street and overflow parking has been designated. **Condon** doesn't see bike racks, **Ogilvie** noted no bus shelter. Site Plan presentation for trees and vegetation questioned. A local landscape planner has been retained. To facilitate project and improve current safety, **Clingman** offers to remove tree on Day Avenue that currently is obstructing safe use of corner by traffic on Forest at Day. Mills considers that a good public service.

Motion to add an amendment to the original approval for placement of bike rack and bus shelter to be added to approved site plan. Moved by Duncan, seconded by Hommel. Motion passed.

Motion to reapprove the new site plan, incorporating the five special conditions originally recommended. Motion passed.

Public Input on agenda items only – None

Motion to adjourn by McLaughlin, Seconded by all. Motion passed.

Meeting adjourned at 7: 54pm.

Next Regular Meeting of the Planning Commission will be on Tuesday, September 8, 2009 at 7pm.

Commissioner Handouts- Minutes for July 14, 2009 meeting. Site plan for Gateway Village.