

**City of Frankfort Planning Commission  
Draft Minutes  
August 11, 2015 Regular Meeting  
Haugen Room, City Hall**

**Call to Order:** 7:04 p.m.

**Roll Call:** Barresi, Fairchild, Kirkpatrick, Penne, Stahl, (one vacancy); Absent: Bissell

**Recognition of Visitors:** Dave Cockfield, of GT Engineering and David Puccio of Portland Builders, Josh Mills (Zoning Administrator), Sharron May (Recording Secretary)

**Motion to Approve Minutes of Regular Meeting, July14, 2015 as amended moved Barresi, second Kirkpatrick, all ayes, motion passed.**

**Motion to approve of agenda as changed moved Barresi, second Fairchild, all ayes, motion passed.**

**Public Comments & Correspondence Concerning Items not on Agenda:** None

**New Business**

1. **Pre-Application Review for Portland Building Companies East Main Multi-Family Development.** Mr. Cockfield reviewed drawings and scope of work for the proposed workforce housing projects, an apartment/condominium project. Discussion over difference between apartment and condos (ownership vs. rental). Stahl thought that there might be a conflict with the master plan as far as parking in the rear. Mills suggested overflow parking could be handled by utilizing the right-of-way. Cockfield provided other alternatives should parking becomes an issue. Mills suggested consulting with MDOT about the sidewalk on M-22 being carried through to the edge of the road for a proper crosswalk at the intersection. Other topics of discussion included: lighting, dumpsters, snow/trailer/camper storage, management, tree preservation, City future plans for sidewalks, unit and infrastructure phasing, footings, contingency plan for lack of occupancy/sales, permit expiration, individual metering, exterior finishes, color theme, roof pitch, storm water management, access and grills. They will be back next month with a more detailed drawing.

**Reports to the Commission:**

1. **Report from the Chair:** Maury Stahl announced that the MML Conference is September 16-18 in Traverse City and the Michigan Association of Planners (MAP) Conference is in Detroit in October.
2. **Reports from Planning Commission Committees:**
  - a. **Public Facilities** – Sam Barresi reported that the minutes of June 25 and July 7 were sent. Design work is being considered so that it is a more park-like atmosphere and traffic can be slowed down. There is conversation about having a facility on the beach as well as Cannon Park. A discussion followed including parking, bus shuttle, strategies to keep beach area and streets clean, ambassadors, sufficiency of trash receptacles, lighthouse issues, fines and enforcement,
  - b. **Master Plan Review/Update 2015** – Josh Mills – No report
  - c. **Complete Streets Committee** – Melina Penne – No report
3. **Report from Zoning Board of Appeals:** Susan Kirkpatrick and Josh Mills – No report
4. **Report from Lakes to Land organization** – No report
5. **Report from Parks & Rec Committee** – Melina Penne and Josh Mills – No report
6. **City Superintendent Report:**
  - b. DDA-TIF – The City Council is having a public hearing on Sept. 25<sup>th</sup> to adopt the TIF plan.
  - c. Capital Improvement Plan (CIP) –it will be very extensive and detailed
  - d. Re-development-Ready Communities (MEDC Initiative) – we'll become one when the CIP is done.

- e. The Parks and Recreation Master Plan was adopted. The skate park is coming along with an upcoming meeting for a picnic and landscaping plan. The city will not be held liable for injuries. Some art fair booths will have to relocate.
- f. Benzie Bus Shuttle –The business community is being encouraged to have employees use the shuttle. A discussion followed including using the Clean Michigan Air Quality Grant to get a trolley to be run by Benzie Bus and using Central Pay Stations.

**7. Benzie Bus/Art Center Partnership** – Kirkpatrick reported on the partnership based around a Bus Shelter design. The first one will be at Family Fair and a second one at Cannon Park. City Hall will also serve as a bus shelter. A discussion followed about weatherproofing and the potential for solar heating.

### **Unfinished Business**

1. **RFP for new Zoning Attorney**- No report; Mills will send out the RFP.
2. **Planning Commission By-law and Rules Discussion/Review** – Barresi presented changes to the bylaws regarding teleconferencing, the minimum number of regular meetings, requirements for calling a special meeting and changes that needed to be made to correspond with the previous change from 9 to 7 members.
- 3.

**Motion to adopt the bylaw changes A, B, and C (see attached) to PC bylaws moved Stahl, seconded Kirkpatrick, all ayes, motion passed.**

- A. Teleconferencing
- B. Minimum number of Meetings in a calendar to be held
- C. Housekeeping details to reconcile bylaws rules and procedures with current practices.

### **Public Input – Agenda Items Only**

**Sharron May**, 904 Adams Rd. referring to the discussion about trash on the beaches, etc. suggested a student film contest on “Trash” to preview at the Garden Theatre. She is concerned that tourism is becoming a quality of life issue for yearlong and seasonal residents and even some businesses. This seems contrary to the goal of Place-making and its emphasis on quality of life as a means to attract talent to an area. She encouraged the Planning Commission to keep looking at ways to encourage a permanent vs. transient economy.

**Any Other Business/Ongoing Business, Comments, etc: Minutes briefs for Commission, General Discussion/Braining Storming: None**

**Motion to adjourn moved Fairchild, second Penne, all ayes, motion passed. Meeting adjourned at 9:22 p.m.**