

**Planning Commission  
City of Frankfort  
Draft Minutes of Regular Meeting  
August 14, 2012**

**Call to Order:** 7pm

**Roll Call:** Barresi, Bissell, Campbell, Fairchild, Ogilvie, Storrer

**Absent:** Penne

**Recognition of Visitors:** Sandy Jackson, Bob Dittrich, Norma Elias, Alma House, pim Dodge, Caitlin Battle, Sharron May

**Quorum Present**

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**Approval of Agenda moved Bissell, seconded Fairchild, all ayes, motion carried.**

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**Approval of Minutes of Regular Meeting July 10, 2012 moved Barresi, seconded Fairchild, all ayes, motion carried.**

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**Public Comments & Correspondence Concerning Items not on Agenda:**

*None*

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**Reports to the Commission:**

**1. Report from the Chair:**

- a. **Alternative Energy Land Use in City of Frankfort** - a number of townships and cities have issued their first draft of the renewable energy ordinances.
- b. **Lakes to Land Regional Initiative** – The last meeting was a fairly extensive meeting, number of issues revolving around how certain issues are going to be dealt with by the group: scenic highways, trails, invasive species, etc. The website Lakestoland.org has all the minutes and reports which have accumulated so far. This is an opportunity for transcending boundary issues. The city of Frankfort has a goal of fostering broader community relationships and this is an attempt to foster that.

**2. Committee Reports:**

- a. **Kim Fairchild: Signage/Way-finding Committee** (see also New Business for Signage motion) – **Mills** has information. **Fairchild** has been unable to access so far.
- b. **Sam Barresi: Public Restroom Facilities Committee** (see also New Business for 2 Restroom motions) – The committee had two meetings to discuss the results of the survey, funding opportunities, and identified communities that have been highly successful at securing funds: Cold Spring, Manistee County, Fraser, Beulah. The committee has identified a need to develop a 5-10 year strategic plan: what can we do now and a plan to modernize current facilities and make people want to continue to come here. We are competing against a number of northern communities and we want to be #1 in attracting tourism. We will be discussing and voting on two motions; we gave an overview of the issues involved with the current facilities: doors, width, sufficient supplies, clean floors and walls; well lit; do people feel comfortable; potential liability issues; vandalism, graffiti. They intend to meet with City Superintendent **Josh Mills** to find out the best way to address these issues for the short and long term identifying the most/least used facilities to prioritize funding and ways to achieve cleaning employee buy-in. (See also Committee meeting notes 7/26/2012 and 8/9/2012 appended to these minutes)
- c. **Cory Bissell: DDA/TIFD/Capital Improvements** – The city attorney has not gotten back to **Mills** who will be sending another copy to him to encourage putting this on his front burner
- d. **Pat Storrer: Zoning Ordinance Review Committee** – The Committee had its first meeting this afternoon. Committee members have planning/zoning backgrounds and have had active participation in the planning process in Frankfort. The Committee defined its mission (to come up with zoning updates recommendations for the Planning Commission) and received an initial list of items for consideration; including new items like renewable energy, fireworks, invasive species, and dune protection. The next meeting will be 3 weeks from today to review the initial drafts of the Medical Marijuana and Renewable Energy Ordinances and discuss Fireworks. The committee consists of **Josh Mills, Sam Barresi, Bob Dittrich, Norma Elias, Janet Hessler, Kurt Luedtke, Larry Miller, Bruce Ogilvie and Pat Storrer**. **Storrer** asked for comments on any items that are confusing. (See 8/14/2012 meeting notes appended to these minutes).
- e. **Jim Campbell: Inter-governmental Cooperation Workshop**, July 19 – **Campbell** attended the MSU course. Police and Fire Departments were seen as the most obvious opportunities for collaboration as well as shared natural resources like Betsie Lake; snowplowing, M-22 publicity, wineries, national parks, waste disposal. **Campbell** will

provide a written report to the Planning Commission at the next meeting. **Ogilvie** supports anything to improve Inter-governmental communication and cooperation and encourage the City Council to change the way we approach things in this city. The Land Use Policy Institute is taking a leadership role.

3. **City Superintendent Report: Bruce Ogilvie reporting for Josh Mills**
  - a. **Complete Streets and Safe Routes to School Access Project for 2012**, project status – we've met all the requirements for funding and waiting for Abon Marche to finish transportation and sidewalk plan. The PC will get a chance to review.
  - b. **Bayview Grille update on compliance actions** – no report; Storrer questioned that given there is only 2.5 months left, are we confident that they will be able to be finished?
  - c. **Mineral Springs Playground**, update since last PC meeting 7/10/2012. - No report
  - d. **"Recreation" Center**, status- received federal approval to take down the existing building
  - e. **Review of other construction projects**, completed, in-progress and proposed. - No report
  - f. **Villa Marine Restaurant & Bar** proposed food service update – no report
  - g. Other: None
4. **Zoning Board of Appeals report by Kim Fairchild** – The ZBA considered a submission regarding a variance on a roofline and, believing that part of the ordinance would be changed, saw no reason for declining. The Subway's signage request to enlarge the sign on north wall was denied. With free standing sign and other signage, it did not seem necessary. The owner of 629 Forest Avenue was given 30 days to secure the building from vermin and to address other exterior safety issues and six months to either demolish the building or make it safe. The owner of 1335 Hall Street was given six months to either demolish the building or make it safe.

**Unfinished Business - None**

**New Business**

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**Motion that this Committee (the Public Restroom Facilities Committee) requests that City Superintendent be requested to implement the immediate installation of signage for Public Restroom facilities, particularly the City Hall facility, with open hours; moved Storrer, seconded Fairchild.**

**Discussion:** Storrer suggested listing the locations and amending the motion as follows.

**Motion to amend motion to read as follows:**

**Motion that this Commission request the City Council to request the City Superintendent to implement the immediate installation of signage for five Public Restroom facilities, namely: the facilities at City Hall, Fish Station, Market Square Park, Seventh Street Beach and Lake Michigan Beach, with open hours; moved Storrer., seconded Fairchild. Vote: ayes 6, nays 0; motion passed.**

**Motion that this Committee (the Public Restroom Facilities Committee) requests that City Superintendent be requested to implement the immediate installation of signage for five Public Restroom facilities, namely: the facilities at City Hall, Fish Station, Market Square Park, Seventh Street Beach and Lake Michigan Beach with open hours; moved Storrer, seconded Fairchild; ayes 6, nays 0, motion passed.**

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**Motion to request the Planning Commission to request the City to go ahead this year with planting cedars and other appropriate buffering vegetation at the present Lake Michigan Beach Restroom location; moved Fairchild, seconded Campbell; ayes 5, nays 1, motion passed.**

**A discussion followed the vote. Barresi** explained his nay vote that public funds not be spent on something that will be moved. **Fairchild** thought that the public restrooms needed to be treated more often than they are. **Bissell** suggested that perhaps the vegetation could be moved and re-used. **Ogilvie** explained that a vegetative buffer will absorb a considerable amount of odors if aligned with the prevailing wind. It can be maintained by the water spigot and not subject to a drought situation. It will cost approximately \$1000. We will use drought resistant native perennial plants that can be moved at an expected loss of only 15%,

according to consultant **Carolyn Thayer**. Rather than using public funds, **Ogilvie** proposed seeking private support to accomplish this as soon as possible to remedy this continuing source of irritation. He personally contributed \$500 and encouraged other contributions to the fund for this specific purpose.

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**Motion that Cannon Park be recommended as the location for the Lake Michigan Beach Restroom, subject to appropriate engineering and design requirements being met, and that this Resolution be forwarded to the City Council of Frankfort for action.** Moved Ogilvie, seconded Storrer;

**Discussion:** **Fairchild** is in favor if the two structures by the pier are adequate. He does not object to portable restrooms, but where they are located at the end of the pier. We will need to have something there because we are going to lose something. **Ogilvie** suggested that **Fairchild** speak to the motion issue and then if he wants to, to amend the motion or make a new motion after the discussion on the main motion is done. **Storrer** asked what the process is so that the public can weigh in on this. **Ogilvie** responded that the Planning Commission proposes and the City Council disposes. If the motion goes to the City Council, they would have to have a public hearing on the use of public lands for a new project. They would have to vote on it and authorize the design and implementation of the project. It would become a part of the Capital Improvement Plan. The source of funding is not in their jurisdiction. **Barresi** anticipates that federal grants will supply most of the funding as they have to the other communities that he referenced earlier who have received funding with labor possibly provided from the TBAISD building program. **Barresi** asked the commission if he should abstain from the vote as a landowner near the facility with a potential conflict of interest. **Ogilvie** remarked that his abstention should have probably occurred before the discussion on the motion. **Storrer** thought that because they are only voting to put something on the city agenda rather than actually approving the process and the project - a decision for the public – she does not believe there is a conflict of interest. **Fairchild** agreed and **Ogilvie** concurred, citing that the Commission is supposed to represent a diversity of geographic and public opinion on its board; that all of this is openly and publicly discussed; that they are not hiding anything on their agenda; and that no one else has any vested interest in Cannon Park, the cannon, or Market Circle.

The Motion was put: Vote: Ayes 6, Nays 0; Motion Passed.

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

**Norma Elias, 107 Park Ave** – I have to compliment and congratulate Mr. Barresi at the great job – he’s worked 4 years on this project to get that bathroom removed and put on Cannon Park at somebody else’s expenses, being the city or the government. A long time ago, when you first started this, your group was going to pay for everything and now you’re not. On the proposed Planning Commission motion, in your committee, you voted and you should not have. It was a conflict of interest and it was a conflict of interest here because now you are presenting it to the Council as a unanimous vote and it shouldn’t have been. I’m also concerned when you talk about getting federal money. On the Airport Authority we have commitments up to 3 million dollars for the next 10 years. When you get federal money or any kind of money you also have to pay a portion – the city will have to pay a portion, the state, probably - so it’s not all free. It’s going to come out of some tax dollars. We can’t even keep that park looking decent, it looks terrible – people go there to have lunches and grill on those grills and there’s no water, no grass, it has been let go and not taken care of. It’s nice to build a nice building - it also has to be maintained. This city has a tremendous amount of debt. We have this (City Hall) building to pay for; we’ve got the Fire Dept... The City of Frankfort is not in a good financial condition. You should not be building another building to take care of. They say a fool and his money are soon parted, and I think Frankfort’s right there.

**Bob Dittrich, 445 Park Ave** - I have 3 points. I would like to publicly commend the Chairman of this Commission for his volunteering to fund a project for the city. I think that’s not done as often as it should be in our community and I think it needs to be recognized and supported. You took action on signs for the restrooms. I find it curious that you have a committee looking at Way-finding signs that will have a particular theme, that will be attractive, and yet you are putting up signs for the restrooms with no consideration of what they’ve planned or concern for what they will turn out to be. The issue of the motion to pass along to the Council the decision on the beach restroom – I think that in the city, we often we do not think of the consequences and reaction of the city. You are not just passing this decision along, you are making a recommendation and the community deserves to know on what basis you are making that recommendation. 1) What alternatives have you looked at? I have heard from a number of people that there are alternatives that have not been discussed. 2) What is the reason for making that decision? Why are we moving it? It seems to be it’s a done deal. I’ve sat in

committee meetings and I don't know that that's been concluded. I think that without passing along to the community, the information on why this decision is made here is going to come up in Public Hearings, but not in a productive way.

**Sharron May**, 904 Adams Rd- Will the Port-a-Potties still be located at the foot of the pier so that people don't have to walk all the way to Cannon Park?

**Ogilvie**, responding, that isn't a part of the motion.

**May**- Then I am a little bit confused. Going behind what Bob Dittrich said, as a member of the public - as well as a person who sits here and takes these minutes each month - this was a surprising motion to me that seems disconnected from a community conversation. If there was one, I'm not aware of it. It seems as if a part of the Planning Commission's role, I would hope, would be to bring the public along on situations, on conversations like this so that it *isn't* a surprise. I feel like I haven't been brought along in this process, so I would request that the Planning Commission do that for the public so we don't have to scramble and second-guess or fill in the dots or figure it out. And I feel like if I had been able to have the benefit of that, then I wouldn't have this question about the portable restrooms on the beach. As far as planting the cedars and watering, this is a real opportunity to use water catchment from the roof to passively water those cedars and plants. I think that it is really commendable to be using native plants and that we could take it one step further with water catchment – and that it would be very progressive for Frankfort to start demonstrating that to other communities.

**Elias**- The most obnoxious thing about that bathroom facility is the smell. And when I was on the Council I suggested that we should run – and I think the city *should* run - a sewer and water line and put in a sink. It should be locked at night and opened in the morning – there's no reason why a police officer can't do that. Mr. Stransky lives along the other side of the BLUA plant and they have a horrible smell there, far worse, day after day and year round. We are not doing anything for them. This can be solved with a sewer line and a lock. When it's shut at night it can be examined and if there's anything wrong, fixed. You are going to have to hire extra city employees. You can't expect to put such a big load on these city employees.

**Sandy Jackson 428 Leelanau** – I want to thank Bruce for donating \$500 and I would also like to contribute \$100 towards that project. It is a little bit unclear by the discussion on your Cannon Park motion. I understand that it is a recommendation to facilitate a Public Hearing for the Council, not a decision today on whether or not to move it to Cannon Park -I think that needs to be clarified more than in the way it is stated here.

**Ogilvie**, responding – 1) I felt that we had batted this issue around for at least the three years that I have been a part of this discussion. The problem was that nobody was willing to stand on one decision and say, "Ok, knock this one down". At these various subcommittee meetings, we have heard every kind of proposal you can possibly imagine. The bottom line is that the state of Michigan requires us as a city to have certain open public facilities for visitors and residents to use and, if we have those facilities, to maintain them in a sanitary and clean way and we are in violation of those requirements right now. 2) We have a body of our citizenry that live on one end of town in an area inside the city where we created a noxious situation. Our job as a Planning Commission is to remove nuisances and noxious situations. I felt that at the end of my term here, I am going to stand and say we need to do something; let's get going; stop this. 3) It is not possible to run a sewer line to the facility. I have asked that question umpteen times of the City Superintendent, I have petitioned him to get a survey that shows it can't be done. He (Superintendent Mills) said we would have to put in a \$70,000 lift station in order to do it and the total cost was beyond anything he could imagine spending. The same thing was true regarding any beach facility with water and sewage connection for any facility on the beach – behind, over, on top of the dune – we would still have a tremendous cost. The only solution that really makes sense to me in a rational way without any emotion involved is the sewer line goes right past Cannon Park, a two foot connection line and the water line goes right past Cannon Park. We are not going to build a whole bunch of new infrastructure. I am going to take Harbor Lights Condo Association at their word that they are going to come along with a bunch of money to help us with the federal and state grants that we hope to be able to get to build this facility. Until we get the funds and have the design, we can't move forward. Somebody has to "get off the dime".

**Elias** – So then you're going to have young children on the beach crossing the road to go to the bathroom. Furthermore, are you using wells on the beach for those? Do you have city plumbing to your [proposed] facilities? So if you're going to have city plumbing to your facilities, why does it cost so much to get city plumbing down to that [existing] building right near them? There's something funny here

**Ogilvie** – I've looked into it. The bottom line is that we have an underused park facility at the end of the trailhead that is close to the beach, and that with the proper design that I have been working on with the Complete Streets and Safe Routes to School, we can redesign that turnaround so it's not a hazard to the people coming off of that beach.

**Elias** – That's good, but what are you going to do about the noxious odors for those people?

**Ogilvie** – BLUA has its own board. We have made every possible effort to get them to do what they're supposed to do. They are complaining to us that they don't have the money to repair their facility because they spent it all on that new storage facility that's covered, but they continue to use the old facility and it stinks. Now, I have no control over the BLUA board. If I had control over the BLUA board, I would close the facility.

**Elias** – I just want to tell you, Bruce, that they didn't build that new facility to take care of the smell, they built it for business that they were getting from Traverse City and the surrounding area, but then the state law changed and they can only move it 25 miles. So they are stuck with this big building that they built that they can't even really use.

**Ogilvie** – I have gone over there, I have spent my time trying to deal with it – Fred Stransky made my life miserable for two years on this subject – I am sorry there is no solution because BLUA is an independent board and we (the PC) have no control over what their decisions are.

**pim Dodge** 649 Crystal – I want to thank all of you for the work that you do. You don't do it easily and you don't come by it easily. Thank you so much, all of you, for serving on this Committee.

**Ogilvie**- Thankyou. I apologize for losing my temper. Maybe some of you already know this and if it's new information, I'm sorry, but I've suffered two strokes in the last 3 or 4 months and my medications make me feel a little edgy all the time. I apologize.

**Dodge** – No, you're fine. You're just fine.

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**Motion to adjourn: moved Fairchild, seconded Bissell: all ayes, motion carried.**

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**Meeting adjourned at 8:14PM.**

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**Next Meeting:** Regular Meeting, Tuesday, September 11, 2012, the Haugen Room, City Hall, 7pm  
*Commissioner Hand-outs: (1) Draft Minutes: Regular Meeting of 7/10/2012; (2) Restroom Committee report 7/26/2012*

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**Appendix: (1) Public Facilities Committee Meeting Notes 7/26/2012 and 8/9/2012;  
(2) Zoning Review Committee Meeting Notes 8/14/2012)**

**Public Facilities Committee of City of Frankfort Planning Commission**

**Date:** 7/26/2012 9am to 10.30am

**Held at:** City Hall, Frankfort

**Present:** Sam Barresi, Bill Beck, Steve Campbell, Bob Dittrich, Kim Fairchild, Alma House (arrived 10am), Bruce Ogilvie, Arlene Oleson, Carol Stack, Patricia Storrer.

**Meeting Objectives, listed by Barresi**

- Review survey results
- Identify some funding opportunities
- Develop strategic plan based on survey results
- Identify best location for Lake Michigan Beach restroom.

**Survey Results:**

79 surveys received, of which 2 were invalid and thus not included. Surveys were tallied by residents, by visitors and the total of valid surveys. The number might have been larger had we used City Website, but we lacked budget for the "Survey Monkey" which would have been needed for zip—based disaggregation. In the event, the zip code made little difference to the result. For municipal bathrooms, the survey ranked the features, from most to least important:

- Flush toilets, linked to municipal sewers
- Sinks with running water, and soap available
- More than one stall to accommodate multiple users
- Access to running water on outside of building
- Restrooms cleaned on scheduled basis
- Restrooms regularly monitored/repared to eliminate graffiti/vandalism
- Baby changing stations: had a higher priority for visitors than for city residents.

**Funding Opportunities:**

Michigan Natural Resources Trust, for example, recently granted \$47k to Cold Spring, \$280k to Manistee, \$300k to Fraser, \$130k to Beulah. Conclusion: there is money. Each grant application needs thorough, well-researched case.

#### **Strategic Plan:**

- Municipal Facilities:
  - Inspect the Facilities:
    - Inspect and report on condition, size, ADA compliance, extent to which Survey priorities are met. Barresi/Storrer volunteered.
    - Obtain estimated usage stats from City Superintendent.
    - Determine whether some facilities can be removed, based on usage.
    - Noted: 7<sup>th</sup> Avenue facility needs running water to mitigate swimmer's itch. Mineral Springs facility is well monitored, but old.
- Work towards developing 5-10 year plan to address facilities rated substandard in surveys.:

**Moved Stack, supported Ogilvie, to request the Planning Commission to request the City to go ahead this year with planting cedars and other appropriate buffering vegetation at the present Lake Michigan Beach Restroom location.**

#### **Discussion:**

- Women's Facility is ok, men's is "awful"
- Intent of this buffering is not to grant any permanency to the present facility, but to mitigate its impact.
- Superintendent Mills should be asked to have facility, particularly the Men's, pumped out and cleaned frequently.

**Vote: ayes 8, nay 1. Motion Passed.**

- Location of Lake Michigan Beach Facility
  - The question was posed: is there an alternative location for this facility other than the facility buried in the dune or located in Cannon Park? Ogilvie and Beck thought not.

**Moved Ogilvie, supported Stack, that Cannon Park be recommended by this Committee as the location for the Lake Michigan Beach Restroom, subject to appropriate engineering and design requirements being met, and that this Resolution be forwarded to the City of Frankfort Planning Commission.**

#### **Discussion:**

- It is recognized that re-locating to the Cannon Park location will involve re-designing traffic patterns and crossings for safety.
- Temporary Porta-johns are still needed on the beach, irrespective of where the Lake Michigan Beach facility is located.

**Vote: ayes 7; nay 1; abstentions 2. Motion Passed**

#### **Further Discussion:**

It was stressed that this motion does not bind the Planning Commission or the City to a decision; rather, it is this Committee's formal mechanism to get this item on the Planning Commission's agenda. The Commission is empowered to conduct a Public Hearing to learn public opinion, to then make a recommendation as to whether a project becomes part of the City's Capital Improvement Plan.

#### **Other Business: Signage:**

**Moved Fairchild, supported Beck, that this Committee requests that City Superintendent be requested to implement the immediate installation of signage for Public Restroom facilities, particularly the City Hall facility, with open hours.**

**Vote: ayes 10. Nay 0. Motion Passed**

**Next Meeting: Aim for approx two weeks. Date not set, will be advised.**

**Meeting Adjourned: 10.30am.**

### **Restroom Facilities Sub-Committee Minutes of August 9, 2012 Meeting**

Present: Barresi, Beck, Campbell, Dittrich, Stack

The meeting was called to order at 9:00am

Barresi reviewed the findings of the restroom visitation that were completed by Pat Storrer and himself. The findings revealed

The findings showed most facilities were

- Non ADA Compliant

- Lacking Stall Doors for privacy
- Needing Repairs (ripped screens, missing windows, etc.)
- Littered with Paper Towels as the waste baskets were too small
- Were Not Thoroughly Cleaned (cob webs, floors not cleaned, etc)
- Lacked sufficient paper supplies

Other findings included

- The Mineral Springs Main Street Facade posed liability issue as the wood was rotted, broken in places and had exposed nails.
- The Lake Michigan Facility Men's room was filthy as the floor was stained with urine. Feces stained both the inside and outside of the metal stool. There was an inadequate supply of hand sanitizer
- The womens facility was somewhat better but still not up to cleanliness standards.
- The outside drinking fountain at the fish station was filthy.

The Facilities Sub-Committee recommended a meeting with the City Supervisor to review the findings as well as determine the level of usage at each site. This would assist the committee as it develops a strategic plan for upgrading the facilities. The committee looked at a plan that addressed immediate needs and long term needs. Some things could be done now – appropriate waste baskets, stall doors, window repairs, Mineral Springs Façade repair, better cleaning. A number of suggestions were made to improve the cleaning and maintaining of the restrooms. They included using private enterprise, more efficient utilization of summer workers, students needing community service credit, senior citizens, and partnerships with local businesses to adopt the cleaning of a facility. It was determined that the Chamber of Commerce needed to be included in the discussion of improving restroom cleanliness and facilities. Communication between the Chamber of Commerce, individual business owners, city officials and residents need to occur. As a city we are competing with other Northern Michigan Communities for tourism dollars. The condition of the municipal restrooms significantly impacts the perception tourists have of Frankfort.

A September Sub-Committee Meeting will be scheduled after Storrer and Barresi are able to meet with Josh Mills.

Meeting Adjourned: 9.45am.

### **Zoning Ordinance Review Committee of City of Frankfort Planning Commission**

Date: 8/14/2012 2.30pm to 3.30pm

Held at: City Hall, Frankfort

**Committee:** Josh Mills, City Superintendent, Zoning Administrator

Sam Barresi, Bob Dittrich, Norma Elias, Janet Hessler, Kurt Luedtke, Larry Miller, Bruce Ogilvie, Pat Storrer

**Committee Present:** Barresi, Dittrich, Elias, Hessler, Miller, Ogilvie, Storrer

**Also Present:**

**Meeting Notes: outline of meeting, not verbatim of discussion. No motions**

#### **A) Initial Meeting of Zoning Ordinance Review Committee:**

- Members introduced themselves and, in so doing, pointed up collective depth and variety of prior Planning/Zoning experience, historical perspective, concern for City of Frankfort. Members were thanked for their time and expertise.
- All Committee meetings are: open, posted, informal; not regular PC meetings, not Public Hearings
- Members are free to invite anyone they think would contribute to discussions and has patience for this level of detail.
- Ogilvie is project's "intellectual leader"; Storrer coordinates, take notes (will be posted with PC minutes. .

#### **B) For scheduling future meetings:**

- Tuesday mid-afternoon normally the best time; not more than bi-weekly. .
- Next meeting preferred date Thursday September 6, 2.30pm, subject to room availability.

#### **C) Need for Review of Zoning Ordinance:**

- a. Present Zoning Ordinance (ZO) took effect 2/25/2011, as legal enforcement of 5/11/2010 Master Plan (MP); ZO being enforcement document under which Zoning Administrator, PC and ZBA operate.
- b. PC finds that full-fledged review is due, based on such aspects as: 18 months experience working with 2011 ZO, some sections of previous ZO copied over without review, law changes (e.g., Enabling Act revisions, new Dune Development, new Fireworks laws), and changes in community perceptions.

**D) Committee's Mission:**

- a. To help PC by identifying recommended updates, reasons and content, and whether or not "substantive". A new ordinance or significant new component of existing ordinance would be considered "substantive", as would a material change to an existing ordinance, such as changing roof height, roof pitch. Substantive changes require Public Hearing. Most often (though not always) typos, poor/unclear grammar are "non-substantive". Administrative, .e., non-substantive, updates require PC approval but not Public Hearing. Such approvals will be listed in PC minutes.
- b. Additional aspects of review: should attempt to minimize need for Variance Applications and must defend 2010 MP. The MP is not now being updated, is subject to 5-year review.

**E) Our Tools:**

- a. 2011 ZO: on-line at City website ([www.frankfortmich.com](http://www.frankfortmich.com), or web search Frankfort Michigan) under "Documents". Down-loadable. Easily searched. Can highlight and copy pieces of it, may lose formatting but not content. Saves typing. Makes it easy to review selected areas.
- b. Printing entire 200-page ZO too expensive; so City Hall will produce copies of review items as needed.

**F) Initial List for Consideration was distributed:**

- a. Items sourced from: Zoning Administrator Mills, PC meetings, PC Annual Report "to-do" lists.
- b. List is "starting point", we may see other items to consider; after review, may decide some are ok as is.
- c. Initial grouping, for convenience:
  - i. Items needing clarification or correction
  - ii. New items, needing direction on how or if to handle
  - iii. New items, already determined they are needed, e.g. via State mandate, or Master Plan
  - iv. Items copied from 1999 ZO without review
  - v. Zoning Districts Review (Zoning Districts being a section of the ZO)

**G) Target Timetable:**

- a. Ogilvie proposed target dates:
  - i. Completion of non-substantive items by December 2012
  - ii. The Energy and Medical Marihuana, for which Moratoria expire December 2012
  - iii. Completion of Substantive items by end of his (Ogilvie's) term, i.e., March 2013..

**H) Initial Priority:**

- a. Medical Marihuana and Alternative/Renewable Energies in Frankfort, followed by Fireworks in Frankfort
- b. Medical Marihuana and Energies are each still covered by a Moratorium. Ogilvie stressed that, with several Moratoria having already expired and renewed for each, Medical Marihuana and Energies must now be our top priority.

**I) Miscellaneous:**

- a. Public Hearings should be "single-issue"
- b. Publicity effort for Committee work is encouraged, though should be coordinated. No further discussion of topic.
- c. At each meeting, identify items for following meeting.