

City of Frankfort Planning Commission
Minutes
August 4, 2016 Regular Meeting

Call to Order: 5:30 p.m.

Roll Call: Barresi, Bissell, Fairchild, Kirkpatrick, Kunitzer, Stahl. Excused: Penne. **Quorum present.**

Recognition of Visitors: Joanne Holwerda, Bruce Ogilvie, Charles and Abby Beale, Colin Merry, Mark Bischak, Sharron May (Recording Secretary) Josh Mills (City Superintendent)

Motion to Approve Minutes of Regular Meeting, June 11, 2016 moved Kunitzer, seconded Fairchild, all ayes, motion passed.

Motion to Approve Agenda moved Barresi, seconded Kunitzer, all ayes, motion passed.

Public Comments & Correspondence Concerning Items not on Agenda:

Bruce Ogilvie, 230 Leelanau has an interest in the Planned Development. He asked if the city now allows commercial activities on the beach. Mills responded that they are doing a trial kiosk. Ogilvie thanked the commission for enforcing restricted parking.

Reports to the Commission:

1. **Report from the Chair: Maury Stahl:** No report
2. **Reports from Planning Commission Committees:**
 - a. **Public Facilities** – Sam Barresi reported that the committee is meeting Monday, August 8th at 9:30 a.m. and is currently gathering specifics on the cost of drawings.
 - b. **Master Plan Review/Update 2015** – Josh Mills reported that the update is done except for sign ordinance and public comments.
 - c. **Complete Streets Committee** – No report
3. **Report from Zoning Board of Appeals:** Susan Kirkpatrick reported that the group granted a sign variance for a gas station in recognition of the fact that the Ordinance needs to be updated to accommodate larger facilities.
4. **Report from Lakes to Land organization** – Josh Mills reported that they are working on Zoning Ordinance updates and part of the Stronger Economies Together. The next meeting is on August 11, 2016 1-4 pm at the Government Center.
5. **Report from Parks & Rec Committee** – Josh Mills reported that the basketball courts have been refinished. The possibility of a pickle ball court is being discussed.
6. **City Superintendent Report:**
 - a. **Market Square Park Restroom Update** – Upon approval of the grant in November, construction will start in the spring.
 - b. **7th Street Beach** – Mills reported on the design elements. Drawings are available at City Hall. A discussion followed regarding maintenance costs and concerns over stretching funds and manpower.
 - c. **Crowd funding** – a grant was submitted to Networks Northwest and Grand Traverse Band to create a website, walking tour pamphlet and signage to promote Frankfort's history. Place-making and beautification projects are also going to be funded via crowd funding.
 - d. **Other** - None

Unfinished Business

1. **Master Plan Revisions Update** – See 2b. Master Plan Review and Update

2. Beach Restroom – See 2a. Public Facilities report. Discussion about the status of Foundation funds for the project. A lengthy discussion followed about parking fines, violations, enforcement and signage followed.
3. Dilapidated Building at Hall & Parkview Lane Update – Mills reported that a demolition permit was obtained.

New Business

1. Proposed Pine Lane Development – Drawings about a proposed development were presented to the Planning Commission for preliminary discussion by owner Charles Beale. A discussion followed about the need for rezoning; whether residential is allowed in areas zoned Civic; adjacent property guidelines; maximum density allowance; what the city wants to see; optional site condominium; credits for using common walls and clustering; the need for housing to accommodate workforce and older demographic downsizing.
2. Status of abandoned cars in city limits – The police chief said this would be addressed in September in the meantime let Mills know where they are located.
3. Update on DDA employee parking – The shuttle did not succeed as hoped. There have been complaints from Forest Avenue about employee parking. It will take ongoing discussion and buy in from employees.
4. Discussion of enforcement of city ordinances – Discussion about zoning enforcement needs and costs; whether administrator is being stretched too thin; enforcement ambassadors; paid parking and the slow approach of starting with employee parking and RV restriction. Bissell will ask for DDA input on employee parking.
5. **Motion to excuse Melina Penne moved Bissell, seconded Fairchild, all ayes, motion passed.**

Public Input – Agenda Items Only

Joanne Holwerda vouched for the Beale's work and aesthetics; was unclear why Item 2 and 4 were on the agenda; likes that volunteer ambassadors are looking out for the city and encouraged them to take their issues to Mills; acknowledged limited staff and effort to do their best with tax dollars; prefers a historical museum room vs. historical signage.

Bruce Ogilvie gave input on continuing problem of parking and driving the wrong way; supersized trucks with super hitches are an issue; the city website is outdated; he appreciates Beale's infill development.

Sharron May suggested the city identify their target market and decide how best to attract it; that food trucks may have helped encourage working class entrepreneurs and avoid long lines and dissatisfied customers; supported the preliminary site review process; suggested a more welcoming tone might be achieved if Mills clarified the purpose and decision boundaries prior to the discussion.

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

Motion to Adjourn moved Fairchild, seconded Bissell, all ayes, motion passed. Meeting adjourned at 8:15 p.m.