

**Planning Commission
City of Frankfort
Approved Minutes
September 11, 2012
Regular Meeting**

Call to Order: 7pm

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

Recognition of Visitors: Jim Kunz, Brian Confer, Rick Schmidt, Architect, Bob Dittrich, Michael Fitzhugh, Jeff and Janet Hessler, Josh Mills, Sharron May, Sandy Jackson. pim Dodge, April Fitzhugh

Quorum present

Motion to approve Minutes Regular Meeting August 14, 2012 with corrections moved Barresi, seconded Storrer; all ayes; motion carried

Motion to Approve Agenda moved Storrer, seconded Fairchild; all ayes; motion carried.

Public Comments

Bob Dittrich – encouraged and supportive of the active engagement of the Planning Commission. You're doing a great job.

Reports to the Commission:

1. **Report from the Chair:**

- a. **Ordinance Progress: Alternative Energy, Medical Marihuana, Fireworks, etc.** – **Ogilvie** is looking at the Blaine Township Alternative Energy ordinance; Medical Marihuana continues to be an issue at the State Senate; waiting for verification; Fireworks are allowable the day before, the day of and the day after a national holiday according to the state statutes.
- b. Lakes to Land Regional Initiative is working hard on getting master plans underway in areas that don't have one. Lakes to Land is a regional planning initiative among 9 townships, 2 villages and the city of Frankfort.

2. **Committee Reports:**

- a. **Kim Fairchild: Signage/Wayfinding Committee** – a meeting was scheduled with Ann Nale with Amor signs and she will help with design, layout and location.
- b. **Sam Barresi: Public Restroom Facilities Committee** – See attached report explaining the reasoning behind the recommendations. Ogilvie gave Barresi a report on the Portland, Oregon Loo, a state of the art solar powered facility. (Public Restroom Facilities Report 9/11/2012 is attached to these minutes)
- c. **Cory Bissell: DDA/TIFD/Capital Improvements** – There may be some more wording to put in the resolution to make it a little more "tight". Mills explained that the language would be regarding how the DDA would be an advantage to the community. It would not be a tax increase but only capture a portion of the taxes generated by a change of ownership or improvements. The funds can only be used for capital improvements and/or marketing of the downtown district. The Planning Commission could serve as a DDA. Josh Mills suggested that a motion be made that the Planning Commission supports the establishment of a DDA. The business district will have to be defined.

Motion to establish a Downtown Development Authority to generate additional funding to enhance and promote steadfast, smart growth in the business district; moved Bissell, seconded Fairchild, all ayes, motion carried.

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- d. **Pat Storrer: Zoning Ordinance Review Committee** – When we did the Master Plan and Zoning Ordinance we put in all kinds of protections such as for steep slopes and critical dunes. Medical Marihuana and Alternative Energy ordinance have yet to be written. With the state being so active in updating the Planning and Enabling Act, the Committee will be meeting with Regional Land Use Educator Kurt Schindler tomorrow morning about the impact of state legislature on the Planning and Enabling Act.
3. **City Superintendent Report: Josh Mills**

- a. **Complete Streets and Safe Routes to School Access Project for 2012, project status** - The city is waiting to receive the grant agreement for funding. Abon Marche's lead person and office manager have changed. The grant will allow construction of sidewalks on both sides of the street. We do not have enough funding to do curbs. Mills suggests curbing all the intersections. Curb cost is \$25/ft. It will save on fatigue of the asphalt in those areas. Each block is 420/ft per block counting both sides.
 - b. **Bayview Grille, update on compliance actions** – Mills sent an email reminding them that they need to be in compliance by October 31st and the serious consequences of non-compliance. It was suggested that a certified letter be sent. Mills is optimistic they will be compliant.
 - c. **Stormcloud Brewery** 303 Main- see under New Business
 - d. **"Recreation" Center status** is in hiatus at the moment pending the lease arrangements
 - e. **Review of other construction projects, completed, in-progress and proposed.** Small maintenance projects are underway such as cleaning out all catch basins new steel roofs on the Marina bathroom, picnic pavilion and the Fish cleaning station, renovation of the Mineral Springs Park bathroom by marina staff to match the playground and marina bathroom; and improvements to Mineral Springs fountain and signage.
 - f. **Other:** announcement of three upcoming Place-making Workshops. Ogilvie has received complaints about the Heniser Project regarding the maintenance of dumpsters. Storrer inquired about garlic mustard efforts. Mills is developing a garlic mustard drop site for city residents.
4. **Zoning Board of Appeals – Kim Fairchild and Josh Mills:** No meetings. The **629 Forest** property has been sealed and is being worked on; the timeline is 6 months. **1335 Hall** property is secure and on the market

Unfinished Business: None

New Business (*New action items from members, in the form of a motion, in writing, please*):

1. **Preliminary Site Plan for Proposed Stormcloud Brewery "Brew Pub", 303 Main Street:** Presentation by Architect Michael Fitzhugh and discussion on proposed design, preparatory to seeking Site Plan Approval at October meeting. Fitzhugh spoke on behalf of the R.O. (Relentlessly Optimistic) Group. They will be removing the back of the building and reconstructing it with a spruced up front, redoing the interior and putting in restrooms and kitchen and adding a taller section in the back for the brewing facility. A portion of the empty lot next door would be an outdoor patio. Fitzhugh would like to clarify some grey areas before proceeding with the finished drawings.

Discussion: A parking variance process will have to be undergone; the rear parking area needs to be paved and tied to the storm sewer connection in the rear of the building. There is talk of putting a hop garden in the open space, allowable via the urban agriculture ordinance. There are no plans to build on Lot 11. Some fence and dumpsters may be put in that space. The grey area is the 30-foot minimum height requirement. Mills thought it would be permitted because of its relationship to the renovated section. The choice of exterior finish was discussed in light of controversy over the Heniser building, which was designed by Fitzhugh. Suggestions included complementing the building next to it, valuing the historic features. The patio area may bring compliance for the setback. The back structure will have a sloped roof with cornice. **Ogilvie** asked the **Hesslers** for input. They are in favor of the project and suggested that attention be paid to how the building is treated and suggested marrying with the cornice of the Garden Theater and softening the windows with curves and depth so it doesn't look so "blocky". **Ogilvie** is concerned about the 25 ft. alley between the buildings and would like to see a plan for automatic lighting to discourage loitering. **Storrer** added that the fence and dumpster would be a deterrent. The cornice will turn the corner and Fitzhugh talked about using split faced block in different sizes and colors to avoid the look of cinder block. Ogilvie talked about roof drainage in that area to remove water. Mills suggested a porous material, catch basin, and rain garden. The topic of aroma was discussed. Brian Confer said that they are not going to be producing that much beer and the boil kettle does not exhaust out, it's not like coffee roasting. Fitzhugh noted that Short's in Bellaire and Mackinac Brewing don't have that issue. As another business owner, Bissell feels confident that they will try to make it fit downtown.

Public Input – Agenda Items Only

Rick Schmidt, 331 Forest Ave. and Managing Partner of The Garden Theater - is very supportive of the DDA movement and the design for the brewery has been outlined tonight

Janet Hessler, 311 Main St. Is very supportive of the project and the DDA and questioned if the City Council operate or appoint the members of the DDA. Is there any other opportunity for funding?

Mills, responding - we have some options because of the population of the community we can appoint the Planning Commission as the DDA or appoint. You have the ability to add taxes, but it's a pretty risky move in a down economy. In the first few years it would probably fund marketing, banners, garbage cans.

Hessler – how is the by product disposed of

Confer – it would be too much that local farmers can take. I have one in mind.

Hessler – construction needs to be cleaned up between the two buildings from the Heniser project

May- it looks like there might be some light on the east wall of the back building and perhaps some kind of espalier, possibly even hops up the wall.

Hessler – does the 30 ft minimum have to be the entire building or the front façade only?

Ogilvie – the general height of the building needs to be 30 ft. The height is needed for the brewing.

Any Other Business/Ongoing Business: Comments, Assignments, Discussion Outside of New Business Motions and Outside of Unfinished Business Motions: None

Motion to Adjourn moved Bareasi, seconded Fairchild ; all ayes; motion carried.

Meeting adjourned at 8.45pm

Next Meeting(s):

1. Regular Meeting: Tuesday, October 9, 2012, the Haugen Room, City Hall, 7pm.

Commissioner Hand-outs: (1) Draft Minutes: Regular Meeting of 8/14/2012, including Meeting Notes for Public Restroom Facilities Committee 7/26/2012, 8/9/2012 and for Zoning Ordinance Review Committee 8/14/2012; (2) Brew Pub” preliminary site plan documents; (3) Public Restroom Facilities Report 9/11/2012

Appendix: (1) Public Facilities Committee Meeting Notes 9/11/2012;

Frankfort Planning Commission: Restroom Facilities Report: 9/11/2012

At the August 2012 Planning Commission Meeting, the Commission passed three motions that were forwarded to the City Council for their approval. The three motions dealt with 1) having the City Supervisor immediately place signage at 5 named city restrooms to identify their locations. 2) having the City this year plant vegetative buffering at the existing Lake Michigan Beach Restroom. 3) recommending Cannon Park as the location for the Lake Michigan Beach Restroom, subject to appropriate engineering and design requirements being met.

Below is a synopsis of the steps taken by the Planning Commission and the Sub-Committee to reach the recommendations made to the City Council.

September 2011

During citizens comments of the Planning Commission Meeting, a local group sought the approval of a plan which would build the Lake Michigan facility tucked in a dune near the volleyball area on the beach. This site was approved by the Recreation Board.

November 2011

Bill Beck, a Michigan Avenue Resident, made a presentation to the Planning Commission outlining the pros and cons of three potential sites for a Lake Michigan Facility 1) The Dune 2) Cannon Park 3) Existing Site

December 2011

Tim Klein, Chair of the City Recreation Board appeared before the Planning Commission and removed the Recreation Board from further discussions of the identification of a Lake Michigan Facility and stated the Planning Commission should deal with this.

At the conclusion of the Planning Commission Meeting, Bruce Ogilvie, Planning Commission Chair, called for the creation of a Restroom Facilities Sub-Committee Meeting comprised of representatives of the Planning Commission, city residents and local business people to study the issue. **ALL MEETINGS WERE POSTED AND THE PUBLIC WAS INVITED TO ATTEND. EACH MONTH, A REPORT ON THE PROGRESS OF THE SIGNAGE ISSUES AND THE RESTROOM FACILITIES SUB-COMMITTEE WAS MADE AT THE PLANNING COMMISSION MEETING.**

January 2012

A Sub-Committee was formed with the charge of identifying the standards that all municipal restrooms should comply with. The location of the Lake Michigan Beach Facility would be determined in part as a result of the identification of the restroom standards.

February/March 2012- Multiple Meetings

At the February Planning Commission Meeting, a letter from Dennis Campbell, the former owner of Harbor Lights Resort was read which corrected an incorrect statement that was made at a prior Planning Commission Meeting. Mr. Campbell stated that he never approved the current site of the outhouse. He believed the facility should be located in Cannon Park .

The sub-committee met and began to contact other Northern Michigan waterfront tourist communities to determine whether they had flush toilet or outhouse public restrooms.

They were also asked about potential vandalism as well as how they dealt with cleaning/maintenance. More than ten major communities were contacted and all had flush toilets. Some were adding additional flush toilets.

A national search of the literature was performed to identify the standards adopted by other communities. Additional research identified the most effective restroom designs to prevent problems of graffiti and vandalism.

The sub-committee unanimously stated the City of Frankfort needed to put signage at all the municipal facilities identifying the restrooms. This would be immediately discussed with the City Supervisor.

Based on the sub-committee research and discussions, a survey was developed to gain the input of Frankfort residents and tourists as to the type of amenities they wanted in the municipal restrooms.

April-July 2012

The Municipal Restroom Facilities Survey form (developed by the sub-committee with Planning Commission approval) was presented to the City Council. The survey was distributed to local residents and tourists. Copies of the survey were also available at City Hall and the Chamber of Commerce. A presentation was made at the Frankfort Rotary and copies of the survey were distributed to its members. The survey asked for the respondent to identify their zip code. This would allow the Planning Commission to disaggregate the data by resident, non resident and total responses.

The Planning Commission compiled the data and the results were shared with the public at a Planning Commission Meeting and at a Facilities Sub-Committee Meeting. Copies were shared with the City Supervisor for distribution to the City Council.

Survey Results indicate both citizens and tourists want

- Flush Toilets
- Sinks with Running Water
- Adequate Soap and Paper Supplies
- Multiple Stalls

- Restrooms Cleaned and Monitored on a Regular Schedule

The sub-committee was asked if there were other sites in addition to the Cannon Park and the beach dune that needed to be considered. None were recommended. The Sub-committee approved a recommendation to the Planning Commission that Cannon Park be the site for the Lake Michigan Facility.

It was determined an inspection of the city restrooms was needed in order to develop a 5-10 year strategic plan for upgrading all municipal restroom facilities.

August 2012

Using the results of the community survey as the basis for assessing the municipal restrooms, representatives of the Public Facilities Sub-Committee developed a state of municipal facilities assessment form and visited the city restrooms.

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)

Other findings included

- The Mineral Springs Main Street Facade posed liability issue as the 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 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 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 8/29/2012 meeting with the City Supervisor identified the usage patterns for all facilities. Discussion also focused on how to address the issues above. It was determined that the Chamber of Commerce needed to be included in future discussions.

A September Sub-Committee Meeting will be scheduled.