

FRANKFORT PLANNING COMMISSION – SPECIAL MEETING
Meeting Minutes
September 24, 2008

Call to Order: 7:03 p.m.

Roll Call – Present: Clingman, Condon, Duncan, Hommel, Johnson, Larsen, McLaughlin, Ogilvie, Storrer, and Superintendent Mills. **Absent:** None.

Ogilvie: Declared quorum present, since entire commission present

Approval of Agenda

Moved McLaughlin, seconded Hommel, to approve agenda. Ayes: All. Nays: None. Motion approved.

Public Input – General Issues

None.

Objective of Special Meeting

Ogilvie: Defined meeting objectives by reading from the agenda, as follows:

To establish a budget for the development of a Master Plan for the City of Frankfort, in terms of approved Planning Commission Objectives and Timelines (see next item).

Duncan: Hopes we do not get in “same mess as Benzie County”.

Following is discussion: it is not yet Official Minutes.

Ogilvie: Hopes all commissioners have read 1998 Master Plan.

Storrer: This being the first occasion since 8/12/08, when the Public Forum Report’s first draft was presented, requested input/suggestions from commissioners.

Duncan: Do we need a new Master Plan?

Superintendent Mills, responded: Yes; the Tobin situation made it evident that our present Plan contains ambiguity.

Superintendent Mills: While he is proponent of Virtual Model, said we are currently facing budget constraints.

Ogilvie: Read from Page 27 of Plan to give, as an example, the inconsistency between our present plan and the issues that have become apparent from public input.

McLaughlin: After the situation of the present Plan, with Tobin (requesting zone change from R-1 to R-2) and the local Bradley development, it is clear that the community wants a Plan document and language that is absolutely non-ambiguous and with clear specificity of “special use” definitions within districts. This is needed to offset and eliminate attack by anyone coming in to make “special use” requests.

Ogilvie: Do we need a brand-new Master Plan document, or can we review/revise our present Plan?

Duncan: Hopes we can do a revision because the City cannot afford a new Plan.

McLaughlin: It took \$20 to \$25k for the 1997/98 Zoning Ordinance update.

Ogilvie: Let us all do “mark-ups” of the Master Plan vis-à-vis the Public Forum Report.

Ogilvie: Is there a consensus that we follow the path of full re-write versus review/revise?

McLaughlin: This is the area where we could use Planner advice to ensure that we get a Master Plan document that reflects actual land use. We need a Planner to review the present Master Plan for adequacy and also to provide input and advice.

Duncan: We also need up-to-date legal review.

Storrer: We need both Planning and Legal Advice.

McLaughlin: Recommended having Planner involved because of new planning concepts, such as Smart Growth.

McLaughlin: Recommended sending RFP’s (Requests for Proposal) to various local planners, including Michigan Land Access Association (in TC), MSU Extension Service (through Land Policy Institute in Lansing), NWMCOG (Council of Governments), R.Clark Associates (in TC), and maybe Dave Neiger and/or other individuals. .

McLaughlin: Suggested Executive Committee work up an RFP, reflecting Budget Item I.B (Paid Consultant).

McLaughlin: Confident that we will get CZM grant.

Unknown: We should ensure that 2005 time/dollar expenditure on the Master Plan review not be lost.

Moved McLaughlin, seconded Storrer, to pursue Budget item I.A Land Use Planning Charrette to increase and promote community awareness and education through a facilitated meeting conducted by MSU Extension Service; otherwise by a qualified Charrette facilitator. Ayes: All. Nays: None. Motion approved.

McLaughlin recommended/Ogilvie agreed, Executive Board to create and bring a proposed RFP/RFQ for review at next Planning Meeting.

Ogilvie: We can ask for that \$10k at next City Council Meeting.

McLaughlin: Suggested we set a goal, that by September 2009, we have a Master Plan complete and ready for its 90-day legal review.

Superintendent Mills: If we are going to do any amendments, we need to begin the process as soon as possible because Spring is the time when we should anticipate increased site review and land use permit activity. He would like to get other City’s Master Plans for our reference.

Ogilvie: An aggressive Master Plan goal would create a focus.

Ogilvie: Asked Superintendent Mills, There is a Detroit investment group wanting to buy up a lot of commercial property in Frankfort Main Street. Is there anything that we should be doing right now? Do we need to review height limitations and special uses in commercial districts.

Superintendent Mills, responding: We need to review the Central Commercial District zoning rules.

Ogilvie: Executive Board will draft RFP/Q and timeline of dates.

McLaughlin: Delivered to each Commissioner, documents describing GIS (Geographic Information System) Mapping Services and setting out NWMCOG Mapping and Service Fee Schedule. Suggested that we get GIS maps free instead of having to pay \$22.5k. We cannot afford the Virtual Reality view right now, though it could be done later after the Master Plan is done.

Ogilvie: Will ask NWMCOG what they have and will make application.

Superintendent Mills: If we push for \$22.5K for aerial mapping, it would get done. He will push for this to get done (comes from Sewer Enterprise Fund). Planning Commission part of the budget is about \$70k.

New Business

None

Public Input - Agenda items only

None

Moved Duncan, seconded Hommel, to adjourn meeting. Ayes: All. Nays: None. Motion approved.

Meeting adjourned at 8:30 p.m.

Next Meetings: 10/14/08 7.pm Regular Meeting
