

City of Frankfort Planning Commission

Minutes September 8, 2009: Regular Meeting

Call to Order: 7:00PM **Roll Call:** Present: Ogilvie, Johnson, McLaughlin, Duncan, Clingman, Condon, Martin, Larson Absent Hommel, Excused

Public: Chip Smith of Wade Trim and Associates; Pat Storer (council liaison), Suzanne Glynn, Norma Elias, Josh Mills, Alma House, Jim Campbell, Bob Dittrich

Quorum present

Approval of Minutes August 11 w/ amendment - Moved McLaughlin, seconded Condon; Motion passed

Approval of Agenda; Moved McLaughlin; Seconded: Martin; Motion passed

Public Input on General Issues-None

Planning Commission input on General Issues - McLaughlin expresses appreciation for efforts to conserve paper.

Chair Report - Bruce Ogilvie

Master Plan process and public role- a written report was submitted to the planning commissioners, reviewing the master plan and how the values and views of the citizens were gathered in order to determine a direction. The Commission was called to a mission of great importance to the city that requires a long view.

Reviewed Wade Trim materials dated 8/15/09. Vital elements and public participation in the July Workshops formed the basis for discussion to reach consensus on key elements that shape the Master Plan. Identified 5 key issues that require direction from the Planning Commission.

Education opportunities :Citizen Planner program- Funds available; 20% reduction for multiple sign ups. Classroom Instruction September 28 - November 9, 2009 once a week from 6:30-9:30 p.m. at Leelanau MSU Extension office, southwest of Suttons Bay or online classes.

Chip Smith, Wade Trim and Associates, recommends **Michigan Association of Planners Annual Conference**, October 1-3, 2009 in Mt. Pleasant.

Due the changes at the County level there will be a need for zoning administration activity; there is a Michigan Citizen Planner / Land Use Policy Certificate program available.

Multiple meeting format – work/study on key elements – how many meetings, when and how?

Suggested 3-4 work/study groups to work on specific issues, listen to public input and report back to body as a whole. These meetings would be posted open meetings spread over the next 2.5 months. Reminder to turn in hours for time spent on Master plan development. **Pat Storer** , 424 Corning Ave, reminds Commissioners to tell her how much time was spent on Master Plan and preparing for this meeting before leaving.

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Ogilvie closes with announcement that the Benzie County Board of Commissioners voted to set aside the entire budget for the zoning department and stop the budget for the County Planning Department on December 1st.

Zoning Board of Appeals – Josh Mills.

A hearing is scheduled on 9/23/09 at 5:15pm at City Hall for a property located on SE corner of 4th Street and Forest Avenue. Seeking a variance to add on to existing porch creating a wrap around veranda and to add an attached garage.

City Superintendent's Report – Josh Mills

Status of Asset Based Community Development Workshop initial meeting October 23, 2009 in City Hall. Purpose: skills, assets and knowledge database; goods, services, and resource inventory. The purpose is to encourage inter-business commerce / collaboration and entrepreneurial opportunities. Press releases forthcoming. **Status of Gateway Village** (redevelopment of prior Smokestack site). City Council had special meeting last week; it is on agenda for adoption and modification. The notices of proposed vacating street right of way on Leelanau Avenue east of Day Ave will be sent to adjacent businesses. The goal is to close on the paperwork within the month on this 36 unit Leed certified development. **Status of Gold Coast Condominium Project**- one unit out of six has sold; positive open house weekend has owners optimistic. **Status: Coast Guard Station Special Site Plan approval requirement** - Anticipating Phase One will begin this winter; they are close to reaching their funding campaign goal. **Status of Patterson Crossing, formerly Bayview I & II Apartment Projects** - Both units will have total renovation with help from the USDA and MISHDA. **Status of Grants from CZM (1)** - Pat Storer's in-kind hour data is necessary for submitting progress report. **CZM Round 2 status**- no announcements yet; last year notification was in October. **Mills** closed his report relating a recent meeting with an Indianapolis couple looking to relocate here for a light industrial building to renovate as a live/work environment. Josh recommended to them that any sale be conditional to seeking city approval. He felt that the goals of the master plan to attract more entrepreneurs to the area are coming to fruition.

Discussion: McLaughlin expresses an issue of concern was Bayview property elderly residents having to move in the middle of winter. **Mills** will contact Linda Remington and Craig Patterson for a timeline and to keep residents updated. General safety concerns - **Ogilvie** witnessed a woman fall because of dive-bombing by seagulls outside Fusion Restaurant. **Mills** reports that Fusion was contacted about feeding seagulls. **Condon** inquires about tripping incidents on walkway at Goldcoast. **Mills** responds that it meets code; owners willing to put railing up; he will talk to the Building department head. **Mills** advises about maintenance dredging being done to maintain channel cut depth of 28 feet. Sand discharge is being used to nourish the beach. Dredging has the right of way at all times. Source of funding is the Omnistar Bill. Because Frankfort is still considered a commercial harbor, eventually this will be funded annually from the Harbor Maintenance Trust Fund Act to restore America's marine past. **Mills** clarifies that lake weed is not caused by dredging.

Interim Report by Wade Trim Planning Consultants

Chip Smith presented a summary and synthesis of what was heard. Broad participation included business, year-round and seasonal residents. The full summary will be posted on the city's website for review. This long term vision over 30-50 years, driven by the private sector, will become the primary marketing business development tool of the city. Smith defined the seven transect zones

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that transition from urban core to natural rural areas. He solicited guidance and affirmation from the Planning Commission on five big picture concepts:

- 1) Mixed use development in downtown and waterfront area
- 2) Increased residential intensity and limited commercial uses along Forest Ave. east of 7th.
- 3) "Working waterfront" development concept with mixed uses on the east end of town.
- 4) Improved entry to downtown via 7th Street boulevard between Main and Forest.
- 5) Street profile for Main Street; angle parking and/or parallel parking?

Concepts that might be applied included: a working waterfront (marinas, boat repair, ferry dockage) combined with residential use; mixed use development to get more bodies downtown to stimulate investment; more residential density between Harbor Lights Resort and City Hall without impeding views; physical and visual access to Betsie Lake; continuing historic form and building on it. Main street profile with wider sidewalks for outdoor cafe seating; reduce conflict between bikes and people, people and people, a boulevard between Forest and Main on 7th street and working long term w/ MDOT to extend to Market Square park; the biggest deficiency was signage and a special entryway.

Discussion: Pros and cons of angled Parking: Duncan, McLaughlin, Condon, Johnson, and Larson expressed concerns over parallel parking. **Smith** suggested that a pleasant urban environment/experience and quality of life may be more important. An alternative strategy to accommodate lost spaces would be part of their mission.

Improved entryway via 7th street boulevard between Main and Forest: Condon asks about a solution for entrance i.e. roundabout, stop light, 4 way stop. **Smith** gives example of a multitude of inexpensive ways to make the entryway more attractive (public mural competition; landscaping, etc). He will go to traffic engineer for ideas for handling traffic at that intersection.

Mixed use in downtown and waterfront district: Pat Storer, 424 Corning receives confirmation by **Chip Smith** that if they are agreed that mixed use is an important land use for downtown, they would be looking for additional space to put vehicles. Clarified that the waterfront district does not include the R-1 area along Lake Street.

McLaughlin hesitant to make a decision on public input when the public hasn't seen the summary. Requests two weeks to post on the website, write article and ask for specific input. **Smith** cautions that it could delay schedule for a month and advises Planning Commissioners to share the summary and solicit feedback. Feels that it is difficult to maintain that level of interaction throughout the process. It will be online on the city's website and the Wade Trim website. **Ogilvie** has reviewed and feels that they got sufficient input from the public.

Suzanne Glynn, 105 Forest Ave. Clingman, McLaughlin, Condon discuss conflicting opinions of public consensus on mixed use on Forest Avenue at the forum. **Smith** stresses need for clear guidance when approached with a special use permit. **McLaughlin** points to the guidance in the current R-2 zoning, and that this is the same land use issue they had down on the bay. Sometimes the guidance isn't followed. **Smith** responds that where guidance needs to be stronger is in the land use plans. He encourages to maintain area as residential, (houses; with possible home-based

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business like graphic designer; no traffic, just a home office. **Smith** unable to facilitate and feels that they have a comprehensive record of what they heard.

Ogilvie asks the commission what they can agree on and paraphrases his understanding of McLaughlin's concerns.

Smith feels that with the exception of #2 and #5, he has a clear direction. He thinks that people aren't going to care until they get the details, and needed guidance to give them the details to react to. McLaughlin concerned that they will get to that endpoint and the public won't like it.

Pat Storer confirms that Smith is not really asking them to agree if these are good ideas, but rather that they think that this is what they heard the public say. **Smith** agrees, adding that the interpretation should continue and keep moving forward.

Duncan has no problems with any of this except parallel parking; he would vote yes, this is what we want you to work on and **Condon** agrees. **Clingman**: feels some of us have been fortunate enough to go to all of the meetings, to understand what all of this means, and questions how the person on the street will understand. **Condon** feels that the same people who attended the other meetings will be the same people who will show up. **Duncan** feels that as representatives of the city; if we believe that this is right, then we should proceed with it. **Smith** feels that if they go to Nov. hashing over the big picture stuff, they will have lost their opportunity. That happens in 90% of the communities. **Duncan** asks if there is a consensus here that these are the big issues. He thinks they look good. **Ogilvie** agrees. **Pat Storer** satisfied that these are the 5 main issues. Ogilvie is looking for consensus that they all need to agree that this is the way to go.

Smith reinforces his belief in the public process as a key to developing a master plan that's successful. Reminds that we have been at this as a community for over two years. After a week of charrettes, people get burned out. It's a lot to ask them to come back again without providing something. That is the next milestone and suggests getting an article out once a month.

Duncan reiterates parallel parking as an issue. Smith feels there are lots of different design solutions. **McLaughlin** willing to move forward, but cannot have consensus on # 2. **Ogilvie** asks commissioners if it's concrete enough to have a motion; if they can agree that they have done a finding of fact; and that these are the big issues; and that there is consensus on everything but point #2.

Smith suggests next meeting is a refined version of the regulating plan that summarizes the district boundaries; a conceptual build-out plan if we are going to change parking and how that might apply; details on building types and uses that are acceptable in each district; when we talk about building types in an area of increased residential. The bigger question is the parameters for what residential would look like. The purpose is to design a good economic strategy that leads to a sustainable community based on their professional expertise, how it's been done in other places and modified for Frankfort based on what we have heard from the public and what we've learned from other experiences. They will have details to react to. Part of the process will be dependent on approval like tonight; not saying yes or no, but go with these to see what the details are. Next month they will have details to react to and refine from now to December. Massaging them into the spring while updating the zoning ordinance. The bulk of the master plan details will be in the next 2 meetings. They will do their best to get everything to the commissioners a week in advance of the meetings so they can talk to people about it. Not a lot of Planning Commissioners do that.

Chair asks mayor, Norma Elias 107 Park Ave. to give input. Elias thinks the wording "mixed use" is a bad term to use with the general public; most people think "industrial". Feels that this is not a new

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concept; that they do have a problem with parking in the summer; that parking isn't as much as a problem as people riding their bike on the street. She thought that the attendance at the meetings was good because they were all day, every day. A lot of people can't come at 7pm. She cautioned commissioners not to get too disappointed when people jump all over them. She acknowledges Smith and this commission for doing a good job.

Smith: The workshops were hard work for others, too. That's a lot of commitment for those who attended the workshops, multiple workshops. My job is to translate what I hear from the community and you all, what I've heard.

Old business: None

New business: None

Public Input on agenda items only

Bob Dittrich, 445 Park Ave. very impressed with the work that the commission has done. He's followed the process and feels they have done a great job and have a good consultant. He has seen other processes deteriorate before this. He thinks that the issue McLaughlin raised needs to be dealt with again; that when you get to the details is when people want to hang you. How they are going to decide, ought to be decided before they get to the crisis.

Are they going to take a referendum on every one of these details? How will they deal with the opposition?. At what point do they say "this is our role"? They have to ask that question before the crisis comes.

Input from Commission: None

Motion to adjourn by Duncan seconded Condon; all ayes. **Meeting Adjourned at 9:34pm**

Next Regular Meeting of the Planning Commission will be on Tuesday, October 13, at 7:00 pm at City Hall. Work/Study meetings as announced.

Commissioner Handouts: Minutes for August 11, 2009 meeting. Wade Trim Draft Report by email, dated 15 August 2009, discussion points