

**Planning Commission  
City of Frankfort  
Draft Minutes  
June 10, 2014  
Regular Meeting**

**Call to Order:** 7:02 p.m.

**Roll Call:** Barresi, Bissell, Fairchild, Kirkpatrick, Penne, Stahl, Storrer

**Recognition of Visitors:** Alma House, Norma Elias, Don Bondarenko, Dan Wagner (Gourdie Frasier), Josh Mills (City Superintendent), Sharron May (Recording Secretary).

**Quorum Present**

**Motion to approve minutes of Regular Meeting, May 13, 2014 with corrections, moved Storrer, seconded Kirkpatrick, all ayes, motion passed.**

**Motion to approve agenda moved Barresi, seconded Fairchild, all ayes, motion passed.**

**Public Comments & Correspondence Concerning Items not on Agenda:** None

**Reports to the Commission:**

1. **Report from the Chair: Cory Bissell:** No report
2. **Reports from Planning Commission Committees:**
  - a. **Public Facilities** – Sam Barresi reported that they are on hold waiting for the visioning component; the committee has been looking at acquiring of the Benzie Bus for a shuttle to address the parking shortage.
  - b. **Master Plan and Zoning Ordinance Review**, Pat Storrer- No report; see item under New Business.
  - c. **Complete Streets Committee** – Melina Penne reported that the committee met and their first goal is to compare Zoning Ordinance and Master Plan to make sure they are in sync. Other goals include a parking audit.
2. **Report from Zoning Board of Appeals:** Kim Fairchild reported that there was a meeting with two appeals that were approved.
3. **Report from Lakes to Land organization** – Josh Mills, who was reporting for Bruce Ogilvie, is going to a meeting tomorrow to discuss implementation projects.
4. **City Superintendent Report:**
  - a. **Project Status: Safe Routes to School** - there will be a staking scheduled for June 18<sup>th</sup>.
  - b. **DDA** – The Corridor and Marketing committees have met to discuss ideas and priorities.
  - c. **Grants** – the city doesn't qualify for state funding grants until the Recreation Plan has been adopted.
  - d. **Re-development-Ready Communities (MEDC Initiative)** – Mills had a discussion with MEDC; the key ingredients are in place except for a detailed Capital Improvement Plan.
  - e. **Other** – The Benzie Bus is going to start a short route shuttle in the city. The Spring Art Show will be moved to Main Street by closing 3rd Street to 5<sup>th</sup> Street. The Benzie Bus will provide a free shuttle that day with parking provided in the school lots and Graceland. There is a talk of providing

continued service over the summer for .50/ride. Mills needs to pinpoint dates for a visioning session for the Recreation Plan.

## **Unfinished Business**

**Proposed Zoning Ordinance Update Status** - It is before the City Council.

## **New Business**

**Site Development Plan Review: Paul Oliver Memorial Hospital, 224 Park Avenue, Frankfort.** Dan Wagner of Gourdie Frasier presented the site plan for a proposed (brick façade) addition on the east end and partial basement expansion to expand the Dialysis Center. They are planning a late fall or early winter start date. The project is within the purview of the City Superintendent. It is allowed so there is no need to have a finding of fact. Mills noted that the project's Storm-water management meets our Ordinance and that the drainage will be improved. Stahl noted a discrepancy in the square feet that was due to some remodeling of the main building and confirmed that there is no reduction in handicapped parking.

**Motion to approve Site Development Plan for 5,375 SF addition to existing facility; moved Fairchild, supported Storrer, 6 ayes, Kirkpatrick abstained. Motion passed.** Discussion: Kirkpatrick is on the Paul Oliver Board.

**Master Plan Review: Introduction to Topic and Discussion-** Storrer reported that the two major items on their plate are the Master Plan review – which is due by April 2015 - and any remaining items in the current Zoning Ordinance. The last Master Plan review resulted in a total rewrite. It started in 2008 and was approved in 2010. Storrer proposed that each Planning Commission member read the Plan and document any questions or comments by the July meeting. Don Bondarenko was asked to bring his items to the July meeting.

**Discussion: Boundary of East City Residential/North City Residential District** – Mills was looking at all the different houses in these neighborhoods and they are essentially the same. When they start looking at infill development, there are potential problems. Mills proposed to give North City Residential more options regarding height. Mills expects two projects to ask for a variance. Mills will verify the process and whether a public hearing is required.

**Discussion: Parking Space Regulations Review** Mills proposed including a definition and criteria of parking space requirements. It would be a municipal ordinance but the Planning Commission would determine the criteria.

**Other:**

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

**Norma Elias, 221 Michigan** thought that the shuttle was a very good idea. She asked about parallel parking on both sides of Main Street in the future. She wondered why they are competing with Munson for Dialysis.

**Mills** responded that there are no plans for changing to parallel parking and regarding competing with Munson, we are a part of Munson now.

**Don Bondarenko, 314 Leelanau** talked to the Police Department about the frequency of accidents because of diagonal parking and was told it was negligible. He noted that streetlights, hydrants and trees are in the way and would require a new curb and pan. He was in favor of a 3 ft. wide bike lane so bikers could come downtown.

**Mills** responded that the plan is to make Waterfront Dr. one way going east.

**Sharron May, 904 Adams** noting Kirkpatrick's abstinence shared that Crystal Lake Township includes a Call for Conflicts of Interest at the beginning of their agenda before the discussion takes place. She also wanted to add that Planning Commissioners could also determine that the Master Plan does not need to be updated.

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

**Motion to adjourn moved Barresi, seconded Stahl, all ayes, motion passed.**

**Next Meeting(s):** Regular Meeting: Tuesday, July 8, 2014, the Haugen Room, City Hall, 7pm.

Commissioner Hand-outs: (1) Draft Minutes: 5/13/2014 Regular Meeting (2) Drawings of Proposed Paul Oliver Memorial Hospital Addition