

Planning Commission  
City of Frankfort  
Draft Minutes  
7:00 p.m. July 8, 2014  
Regular Meeting

Call to Order at 7:05 p.m.

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

Recognition of Visitors: Alma House, J. Douglas Holmes

Quorum present

Motion to Approve Minutes of Regular Meeting, June 10, 2014 moved Storrer, second Fairchild, all ayes, motion passed.

Motion to Approve Agenda as amended moved Fairchild, second Storrer, all ayes, motion passed.

Public Comments & Correspondence Concerning Items not on Agenda:

**Alma House**, 221 Michigan – The Parking in front of post office: there is a 20 minute limit across the street from the Post Office but no limit on the same side of the street as the Post Office. She suggested a 10-15 minute parking limit on the Post Office side outside the Post Office. There were a lot of cars towed away from Michigan Avenue on 4<sup>th</sup> July. The No Parking sign is so small I don't think people can see it. She suggested using a cone like they use at Harbor Lights.

**Discussion:** Stahl – Michigan Ave. needs to remain open due to the hospital. Barresi – if we are going to be putting better signage up, there should be more signage on Forest and Leelanau. New visitors are always going the wrong way. We need to improve the signage for that. Kirkpatrick – it boils down to what signage is enforceable. We have to notify the public that is a tow-away zone. Barresi – In Plymouth they have temporary signs, they band around street signs temporarily. Fairchild- there was someone parked at the corner of 7<sup>th</sup> and Forest and it forced all the traffic into the left lane. There is no sign or yellow paint. Stahl- we have a Stop sign facing the wrong way on Forest. It gives the wrong impression.

Request to Appear: None

Correspondence received from Bruce Ogilvie pertaining to a later piece of business during the Public Hearing.

Public Hearing:

1. Motion to open Public Hearing on the Adoption of Additional Amendments to the Draft Zoning Ordinance that was approved 3/25/2014 by the Planning Commission for submission to the City Council: Moved Stahl, supported Fairchild, all ayes. Motion passed.
2. Public Hearing:
  - a. Proposed Ordinance is same as that approved 3/25/2014, except for:
    - a. Re-definition of "Parking Space" – Josh Mills explained that there is currently no definition of size requirements in the Zoning Ordinance.
    - b. Re-drawing of Zoning Districts Map with the result that designated areas now zoned East City Residential will be re-zoned North City Residential. Mills explained that the rationale for the change came from his looking at the neighborhoods. The size

requirements are the same for both Districts, as well as the permitted uses except for townhouses and duplexes. He feels that there will be a lot more variances without the change. There has been a philosophy change with the desire for a smaller footprint. The other option is to put language in to allow changes based on the average height that is already there. This gives more flexibility for the property owner. Another option is to let the ZBA handle the variances and do an audit at some point. Or do it through the Master Plan process.

- b. Purpose, format and rules** were explained by Storrer.
- 3. Public Comment Period:**
- a. Written comments received from **Bruce Ogilvie** – described by Ogilvie as Neutral – questioning the wisdom of re-drawing of Zoning Districts at this time.
    1. **On Re-definition of “Parking Space”- None, either for or against**
    2. **On Re-drawing of Zoning Districts Map to re-zone certain East City Residential areas as North City Residential:**
      - a. **Questions and Comments (of General Nature, neither for nor against):None**
      - b. **Persons speaking in opposition to Re-drawing the Zoning Districts Map:**  
**Storrer** has an issue with the timing of the Re-drawing. It would considerably enlarge North City Residential area. In the Master Plan’s District narrative, district character was very important; also, the change may not be conducive to preserving property value. She proposed inserting a Note on the Ordinance’s Zoning District pages. **Fairchild** is inclined to let the ZBA handle it.
      - c. **Persons speaking in favor of Re-drawing the Zoning Districts Map- None**
4. Motion to close the Public Hearing. Moved Stahl, supported Fairchild. All ayes. Motion passed.
5. Motion to approve the addition of the Re-definition of Parking Space to the 3/25/2014 approved Draft Zoning Ordinance in Definitions Section 8201 to read: The standard parking space shall be 10x20 feet unless otherwise approved in a Site Plan review. Moved Storrer, supported Barresi, all ayes. Motion passed.
6. Motion to approve the addition of the Re-drawing of the Zoning Districts Map with the result that designated areas of the East City Residential District will be re-zoned as North City Residential. Moved Stahl. Motion failed, due to lack of support.

Motion that the Planning Commission study and make any necessary Zoning Map changes through the Master Plan review. Moved Barresi, supported Fairchild, all ayes. Motion passed.

7. Motion to forward to the Frankfort City Council the Draft Zoning Ordinance approved by the Planning Commission 3/25/2014 with the addition of the amendment approved in Motion 5. moved Penne, supported Fairchild, all ayes, motion passed.

#### Reports to the Commission:

1. Report from the Chair: Cory Bissell – The DDA will meet July 21<sup>st</sup>.
2. Reports from Planning Commission Committees:
  - a. **Public Facilities** – Sam Barresi reported that there is a meeting on Thursday night at 6pm to begin the process of visioning to bring the Lake Michigan beach and other restroom facilities to something more concrete.

- b. **Master Plan and Zoning Ordinance Review** – Pat Storrer – no report.
- c. **Complete Streets Committee**, Melina Penne. They are in the process of scheduling another meeting.
- 2. **Report from Zoning Board of Appeals:** Kim Fairchild and Josh Mills- No Report.
- 3. **Report from Lakes to Land organization**, Bruce Ogilvie – No report
- 4. **City Superintendent Report:**
  - a. **Project Status: Complete Streets and Safe Routes to School Access** project has been on hold for the holiday season. The first section of concrete has been laid on James Street. Barresi applied for an extension through the middle of October.
  - b. **DDA** – next scheduled meeting July 21 at 5pm. A Rotary Charities grant was received to hire a consultant.
  - c. **Grants** – Lakes to Land on July 11, the Dept. of Treasury is going to do a visit in the L2L region and stop in Frankfort for a discussion on Redevelopment Ready Communities. Mills attended a meeting in Lansing. This region is being pointed to as the poster child on how regions should be working.
  - d. **Re-development-Ready Communities (MEDC Initiative)** – see above
  - e. **Other-** Thurs. July 10 6pm Master Plan process for Parks and Recreation board. This is an opportunity for the community to have a say in these improvements. Mills finds it amazing that this community can accommodate 12,000 people during July 4<sup>th</sup> festivities with so few staff. The beach the next morning looked like there wasn't anyone on it.

**Unfinished Business** (Motion(s) previously made, tabled, or deferred, brought back for current consideration):

- 1. **Proposed Zoning Ordinance Update: addressed in Public Hearing, above**

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

- 1. **Capstone Presentation**, Storrer participated in the Citizen Planner program and made her Capstone Presentation. It included a summary of the methodology and processes used for gathering, recording and acting on Public input during the Master Plan update.
- 2. **2010 Master Plan Review** - completed
- 3. **2015 Master Plan Review Potential Items** – Storrer requested that the PC look at the format and suggest what needs work, such as tonight's zoning map. Suggestions included: update of demographic info (Mills). Regulating Map, Comparison of Districts (Storrer). Land Use Map and Percentages (Stahl); Trends (Kirkpatrick).
- 4. **Other: None**

**Public Input – Agenda Items Only - None**

**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 Fairchild, all ayes, motion passed. Meeting adjourned at 8:50 p.m.**

**Next Meeting(s):** Regular Meeting: Tuesday, August 12, 2014, the Haugen Room, City Hall, 7pm.  
Commissioner Hand-outs: (1) Draft Minutes: 6/10/2014 Regular Meeting