

City of Frankfort Planning Commission
Draft Minutes
August 12, 2014
Regular Meeting

Call to Order: 7:06 pm
Roll Call: Barresi, Bissell, Fairchild, Kirkpatrick, Stahl, Storrer
Absent: Penne; Storrer took roll call.
Recognition of Visitors: Sharron May (Recording Secretary)
Quorum present

Motion to approve Minutes of Regular Meeting, July 8, 2014 moved Stahl, seconded Fairchild, all ayes, motion passed.

Motion to approve Agenda moved Stahl moved, Fairchild seconded, all ayes, motion passed.

Public Comments & Correspondence Concerning Items not on Agenda: see Public Procedure on back of Agenda

1. Request to Appear: none
2. Correspondence received from Bruce Ogilvie, Lakes To Land Report and printout on Community Architecture.

Public Comments:

Reports to the Commission:

1. **Report from the Chair:** Cory Bissell: A Downtown Development Authority (DDA) meeting was held on July 21st where they discussed upcoming Park & Recreation Visioning Session and a Request for Proposal (RFP) for a consultant to put together a Plan.
2. **Public Facilities** – Sam Barresi reported that the Visioning Sessions were fairly well attended. The next step is for the facilitator to compile the information for the senior analyst who will make recommendations to the city. There will probably be another opportunity for feedback.
3. **Master Plan and Zoning Ordinance Review** – See under Old Business
4. **Complete Streets Committee** – Melina Penne – No Report
5. **Report from Zoning Board of Appeals:** Kim Fairchild and Josh Mills – No Report
6. **Report from Lakes to Land organization** – Bruce Ogilvie submitted an email report that Master Plans were being finished up and Trails would be the topic of tomorrow's meeting (1:30 pm Pleasant Valley Community Center, Arcadia). May added that Rob Carson, the City of Manistee Planner would be a guest speaker. Carson has experience developing a 15-county trail system. There will also be highlights from an upcoming report on the Farm and Food System Assessment compiled by an MSU Urban Planning Intern this summer.
7. **City Superintendent Report: Chair Cory Bissell, reporting for Superintendent Mills:**
 - a. Project Status: Complete Streets and Safe Routes to School Access – Barresi reported on behalf of Mills that paving should start next week.
 - b. DDA – See Report from Chair
 - c. Grants – No Report
 - d. Re-development-Ready Communities (MEDC Initiative) – No report

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

1. **Status of Draft Zoning Ordinance:**
 - a. The updated Zoning Ordinance as approved by Commission 3/25/14 and updated 7/8/2014 with Parking Space re-definition was approved by City Council and became effective 8/8/2014. Copies of new Ordinance will be supplied to Commission members and will be available on City website.
 - b. The regulating map will be reformed. A table of the items that needed to be changed and what the changes were needs to be completed by April of 2015.

2015 Master Plan Review - Storrer suggested that the Master Plan update not be done as a committee. If a committee meeting is called and posted and there is a quorum of Planning Commission members present they are out of compliance with the Open Meetings Act (OMA). She recommends holding meetings as a Committee of the Whole. They will need to publicize and prioritize meeting topics so they can be publicized. She suggested 3 Special meetings on Aug. 26, Sept 23 and Oct.28. She shared a suggestion by former chair Bruce Ogilvie to determine if there are any regional elements (Lakes To Land and

bordering townships) that should be included in the Master Plan. Step one: Group the changes; check Zoning Guidelines, Regulating Map, Definitions and dates that need to be adjusted.

Discussion: Barresi likes the idea of a Subcommittee that could establish a preliminary focus. Storrer: That committee would be charged with the prioritization and then determine future directions and involvement with the public. Barresi, Kirkpatrick and Fairchild volunteered to be on the Subcommittee. Storrer said she would put the information on a spreadsheet and not participate except as an observer. Discussion that it would be in compliance with OMA requirements if more than a quorum is present as long as they are observers and don't participate in the discussions. Bissell will make sure that everyone has a copy of the Zoning Ordinance.

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

1. **Discussion of "Unclassified Use" Ordinance 8203.23 for 641 Michigan Avenue**
 - a. **Discussion about proposed construction of 26'x'40' accessory building for Michigan Shores Cooperative at 641 Michigan Avenue. Zoning Administrator Josh Mills proposed approving as an "Unclassified Use" in terms of Ordinance 8203.23, with the following conditions:**
 - i. **Proposed structure must maintain minimum 10' separation from any other structure, and,**
 - ii. **Exterior of proposed structure must be similar to the adjacent existing garage.**
 - b. **Description:** The Michigan Shores Cooperative located at 641 Michigan Avenue proposes to construct a 26' x 40' accessory building to facilitate maintenance and storage opportunities associated with the 54-unit multi-family residential development. The area is zoned Rural and the Michigan Shore development was originally approved as Special Use. Superintendent Mills recommends this proposal for the 26'x'40' accessory building be approved on the grounds that it is essential to help preserve and maintain the development.
 - c. **Discussion:** Stahl thinks they should have to submit an amended site development plan. Ordinance section 8107.05, pg. 24 allows for the administrator to approve minor changes, but according to Stahl, dumpsters, retention basin and power lines are going to have to be moved. Kirkpatrick suggested they need additional information such as where those things are going to be relocated.
 - d. **Motion to table the discussion in consideration of the proposed Accessory building at Michigan and request that they present an amended site development plan: moved Barresi, seconded Kirkpatrick, all ayes, motion passed.**
2. **Main Street Mid-block CrossWalks between 3rd and 4th and between 4th and 5th:** **Discussion:** Cross-walks are becoming an issue. Storrer- we would be giving up 2-3 angled parks if we created mid-block cross-walks. Fairchild suggested incorporating in handicapped parking areas and moving to the center of the block like it is between 4th and 5th. Barresi suggested signs at every corner to yield to pedestrians like in Traverse City and doing a traffic study before taking any actions. Fairchild is not in favor of the expense. Barresi is thinking of tourists. The only sign we have is by the Post Office and now down by the beach. Bissell repeated Mills statement that a bump out is required for a mid-block crosswalk. Barresi thinks we should spend the money on signage. Kirkpatrick asked about enforcement and peak period use vs. winter use. Can the signs be pulled in the winter like the yield sign by the beach? Stahl suggests suspending from light poles in the middle of the street. It was agreed that more signage was needed for next year.

Public Input – Agenda Items Only

Sharron May supported the decision about a quorum in committee meetings. It was a topic that Kurt Schindler covered in the recent Open Meetings Act Training.

Any Other Business/Ongoing Business: Comments, Assignments, and Discussion Outside of New Business Motions and Outside of Unfinished Business Motions:

Motion to adjourn moved Barresi, seconded Fairchild, all ayes, motion passed. Meeting adjourned at 8:15 p.m.

Next Meeting(s): Regular Meeting: Tuesday, September 9, 2014, the Haugen Room, City Hall, 7pm.

Commissioner Hand-outs: (1) Draft Minutes: 7/8/2014 Regular Meeting (2) Harris Land Use .pdf