

**Planning Commission
City of Frankfort
Minutes
September 9, 2014
Regular Meeting**

Call to Order: 7pm
Roll Call : Barresi, Bissell, Fairchild, Kirkpatrick, Penne, Stahl, Storrer (no vacancies)
Absent: Penne (excused absence)
Also Present: City Superintendent/Zoning Administrator Mills
Recognition of Visitors: Fred Harris, Brent Larkin, Steve Campbell, Steve Christian
Approval of Minutes: Motion to approve minutes of Regular Meeting, August 12, 2014
Moved Stahl, supported Fairchild: All ayes, motion passed
Approval of Agenda: Motion to approve agenda: moved Stahl, supported Fairchild. All ayes, motion passed

Public Comments & Correspondence Concerning Items not on Agenda:

1. Request to Appear: none
2. Correspondence:

Reports to the Commission:

1. **Report from the Chair: Cory Bissell: report not recorded**
2. **Reports from Planning Commission Committees:**
 - a. **Public Facilities** – Sam Barresi reported that the City has received a preliminary draft of the Recreation Plan which would need to be reviewed, edited, and then be subject to final approval. Approval would allow the City to begin to apply for grants for the upgrading, remodeling of and/or new construction of modern handicap accessible restrooms on the City sewer line in the various City parks.
 - b. **Master Plan and Zoning Ordinance Review** – Pat Storrer, refer to Old Business
 - c. **Complete Streets Committee** – Melina Penne, no report due to Penne absence
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: report not recorded.**
 - a. Project Status: Complete Streets and Safe Routes to School Access
 - b. DDA
 - c. Grants
 - d. Re-development-Ready Communities (MEDC Initiative)
 - e. The proposed Harbor Lights was introduced, with advice of forthcoming (though not yet scheduled) meetings for Site Development Plan Preliminary Review and Site Development Plan Review.

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

1. **Determination of "Unclassified Use" Ordinance 8203.23 for 641 Michigan Avenue**
 - a. **Motion to bring off the table the Discussion of "Unclassified Use" in consideration of the proposed accessory building for 641 Michigan Avenue:** (Relates to minute from 8/12/2014: Motion to table the discussion in consideration of the proposed Accessory building at Michigan and request that they present an amended site development plan- Motion passed)
Moved Storrer, supported Fairchild: all ayes, motion passed
 - b. **Motion to approve proposed construction of 26'x'40' accessory building for Michigan Shores Cooperative at 641 Michigan Avenue 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,
 - ii. Exterior of proposed structure must be similar to the adjacent existing garage.

Moved Fairchild, supported Storrer: all ayes, motion passed

- c. **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. Although the area is zoned Rural, the development was originally approved as a special use. Superintendent Mills recommends this proposal for the 26'x40' accessory building be approved on the grounds that it is essential to help preserve and maintain the development.

2. 2015 Master Plan Review

- a. **Status:** Storrer reported that the Master Plan Review Committee met today, and recommends that the Planning Commission seek professional planning consulting assistance for the Master Plan Review and Update. (Meeting Notes of 9/2/2014 and 9/9/2014 Committee Meetings are attached to these minutes). Superintendent advised that Planning Commission has \$2000 professional services budget and will explore availability and pricing of planning consultant services for this project.

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

1. **Dinghy's Restaurant & Bar, 415 Main Street, Frankfort, proposed additional 10'x'14' building on north side of Restaurant, and proposed additional 5'x'5' building adjacent to Restaurant.**

Motion to approve Site Plan Review and authorize Zoning Administrator to issue Land Use Permit for construction of proposed additional 10'x'14' building on north side of premises and for proposed additional 5'x'5' building adjacent to premises, for Dinghy's Restaurant, 415 Main Street, Frankfort.

Moved Barresi, supported Fairchild: all ayes, motion passed.

Discussion: Questions were raised about the required number of parking spaces with the cooler addition. Steve Christian explained that he still met the required number of parking spaces and that he had an arrangement with the owner of the property across the alley allows restaurant employees to park on this neighbor's property.

2. **Brent & Michelle Larkin, proposed 40'x'72' Pole Building at 00 Parkview Lane, Frankfort:**

Motion to approve Site Plan Review for construction of proposed 40'x'72' Pole Building at 00 Parkview Place, Frankfort, subject to the following condition: Installation of 2-way asphalt or concrete approach 20 feet from Parkview Avenue to property line.

Moved Storrer, supported Fairchild: all ayes, motion passed

3. **Motion to support in principle the efforts of Eagle Scout Mitch Kennis to plan for and coordinate with MDOT and property owners for the planting of beach grass along the M-22 corridor within the City of Frankfort.**

Moved Barresi, supported Kirkpatrick: all ayes, motion passed

4. **Education Budget for Planning Commission Members:** Discussion on the importance of planning and zoning education for Planning Commission members. Mills will report on budget availability.

5. **Motion to excuse Melina Penne from Planning Commission meeting 9/9/2014:**

Moved Stah, supported Kirkpatrick: all ayes, motion passed

Public Input – Agenda Items Only: none

Adjourn: Motion to Adjourn: moved Fairchild, supported Barresi: all ayes, motion passed.

Meeting adjourned 8.15pm.

Next Meeting(s): Regular Meeting: Tuesday, October 14, 2014, the Haugen Room, City Hall, 7pm.

Commissioner Hand-outs: (1) Draft Minutes: 8/12/2014 Regular Meeting (2) Materials for Michigan Shores, Dinghy's Restaurant, and Brent & Michelle Larkin.

Master Plan 2015 Review Committee of City of Frankfort Planning Commission: City Hall, Haugen Room

Date: 9/2/2014 7.00pm to 8.35pm

Committee: Sam Barresi (Chair) (not present 9/2/14), Susan Kirkpatrick, Kim Fairchild

Also Present: Pat Storrer (Chair, in absence of Barresi), Bruce Ogilvie

Meeting Notes: of 9/2/14 Meeting plus 9/3/14 updates from ZA Josh Mills

Minutes: This being first meeting of Committee appointed at 8/12/2014 Planning Commission meeting, there were no minutes to approve.

Next meeting: 9/9/2014, 5pm, at Haugen Room, City Hall, provided it is available

Purpose of this meeting: Commence Strategic Planning for Review of 2010 Master Plan

- 1) Master Plan Review Committee's Project, as defined by Planning Commission, was confirmed:
 - a. Commission appointed Master Plan Review Committee, who will meet in open posted meetings.
 - b. Commission recommended that project commence in committee.
 - c. Committee will recommend method of proceeding.

- 2) Resources Identified:
 - a. Documents:
 - i. 2010 Master Plan: available as printed copy and downloadable from City website
 - ii. 2014 Zoning Ordinance: available as printed copy and downloadable from City website
 - iii. 5/30/2009 Frankfort Master Plan Assessment , 3 print copies available: plus (9/3/14) Josh will ask Wade Trim for electronic files to download. Ogilvie stressed importance of Appendix A to ensure we are in total compliance with State Statute.
 - b. Planning Commission & ZBA:
 - i. Review Committee (RC) with public who join us
 - ii. Planning Commission meetings and members (PC) and public who join us
 - iii. Zoning Administrator Mills (ZA), 9/3/14, Josh said attend meetings as available
 - iv. ZBA Member (and ex-PC-chair) Ogilvie: will help as he can
 - v. Other ZBA members: they should be invited – helps to ensure impartiality
 - vi. Any others? None identified by Committee
 - c. External: Review Committee can start work before these are in place:
 - i. Kurt Schindler (MSU Ext.) for new statutes to be complied with.
 - ii. Planning Consultant, to:
 1. update the physical MP document.
 2. Ensure MP remains "state of the art" and meets all state requirements and act as "another set of eyes" in reconciling MP with ZO.
 3. We don't need approval of getting Consultant help to start: 9/3/14, Josh will research budget
 - iii. NWMCoG: for updated demographics: 9/3/14, Josh advised he will obtain
 - iv. 9/3/14, Josh advised website city-info.com as source for city demographics
 - v. MSU Wildfire Series. Ogilvie supplied one copy of Bulletin E2948. 9/5/14, Storrer found, in Michigan Land Use Series 4 sets of suggested zoning ordinance wordings.
 - vi. Ogilvie suggested we look for info on Regional & City Blight (need to ask what)

- 3) Initial Candidate List of Master Plan Aspect for Review was agreed, along with Initial Priorities, Initial Assignments, and Initial Judgments of whether Substantive (i.e., needing Public Hearing)
 - a. 3 review groupings were identified as a place to start and were assigned Priority One:
 - i. Identify 2010 MP definitions in conflict with 2014 ZP, reconcile
 - ii. Find date-specific info that has changed, including suggestions now done.
 - iii. Identify 2010 MP suggestions & goals done or in progress. Delete, or History?
 - b. These items were assigned to the Committee to attempt to find and coordinate a list of all 2010 MP mentions, in time for Committee's 9/9/2014 meeting, but not yet to create re-wordings.
 - c. All the item groupings are listed on a separate Spreadsheet.

- 4) Proposed Method: Committee agreed to work to same items at same time on set schedule
 - a. Non-substantive updates:
 - i. such as correction of date, grammar, definition, reconciliation of permitted uses that were approved in the 2014 ZO and now need "retro-fit" from ZO to MP, non-material fact (e.g., history, demographics)

- ii. find items and agree suggested change,
 - iii. bring suggested changes to PC "Committee of the Whole" to introduce/discuss with community; items need PC approval but no topic-related public hearing,
- b. Substantive updates:
 - i. Such as: re-draw of East City/North City boundary
 - ii. And maybe Addition of Wild-Fire Risk, Trends, relationship with Crystal Lake Township – each of which may or not be substantive
 - iii. Others that we find
 - iv. Once likely update is identified, each item will need community discussion opportunity via "Committee of the Whole" and probably also topic-related public hearing.
- c. Whether an item is substantive or not may change during the review process.
- d. Working with Public:
 - i. Need to keep public informed and involved:
 - ii. For each grouping of items:
 - 1. Review Committee identifies and lists each item and its recommended change. Grouping of items should be identified to public in posting of Commission meeting (for example: "Definition corrections" "Permitted Use Corrections"
 - 2. Committee asked that suggested changes be notified via City website. 9/3/14, Josh confirmed this can be done and suggested we also list on the website calendar which group of items will be topics of discussion at PC meetings. Coordinate this with Shannon.

- 5) What Happens When Review Report is Complete? Not Yet Defined. Need to define the process
- a. The decision at that time will be whether or not a complete new Master Plan is needed
 - b. With different procedures and requirements for each direction: whether:
 - i. No change is needed
 - ii. Minor change is needed
 - iii. Full MP re-write is needed
 - c. 9/3/14, Josh will research with City attorney.

MASTER PLAN REVIEW COMMITTEE REPORT TO PLANNING COMMISSION 9/9/2014:

Committee met 9/2/2014, identified "candidate" items needing review and maybe update and new subjects to add to our Master Plan.

These "candidate" items are outlined on a spreadsheet supplied to today's Planning Commission meeting. These items represent the "content" of the Master Plan review.

Re-reading of the 2009 Master Plan Assessment document – which was a precursor to and justification for the 2010 Master Plan – tells the Committee that there is a heavy Statutory Compliance load to the MP Review process.

This Statutory Compliance aspect means that, in addition to working on "content", we need to work on "Strategy" – for which we need the guidance as soon as possible of our Planning Consultant and the active participation of our City Zoning Administrator (and/or his staff).

To make progress on "content", it has been suggested that: (a) We invite the participation of the ZBA and (b) that we keep the public informed via the City website and by including Committee and Planning Commission Master Plan Review Content on our meeting postings.