

**VILLAGE OF FRANKLIN
PLANNING COMMISSION
Minutes of Meeting
October 19, 2011**

I. CALL TO ORDER

The regular meeting of the Village of Franklin Planning Commission was called to order by Chairman Pamela Hansen at the Franklin Village Office Building, 32325 Franklin Road, Franklin, Michigan, at 7:29 P.M.

II. ROLL CALL

Present: Al Beke, Karen Couf-Cohen (arrived at 7:31), David Goldberg, Pam Hansen, Mary Hepler, Dean Moenck
Absent: Connie Ettinger, Calvin Cupidore, Mike Heisel (all excused)
Also Present: Planning Consultant Christopher Doozan-McKenna and Associates, Village Administrator Amy Sullivan

III. ADOPTION OF AGENDA

Motion by Moenck supported by Beke to approve the agenda as submitted.

Goldberg noted he was not sure why Medical Marijuana was on the agenda with Hansen indicating it is more of a place holder to ensure the topic is revisited when necessary until the matter is closed.

Ayes: Beke, Goldberg, Hansen, Hepler, Moenck

Nays: None

Absent: Couf-Cohen, Cupidore, Ettinger, Heisel

Motion carried.

IV. ADOPTION OF MINUTES

A. Regular Meeting of September 21, 2011

Moenck suggested moving the discussion relative to Huda School to below the voting block on the McKenna Contract matter with the consensus of the Commission in agreement. Discussion ensued regarding the minutes relative to the Budget Update discussion with Goldberg requesting a comment be added relative to the Commission agreeing to do the parking study as long as the study did not result in the Commission exceeding its budget allocation and with HDC and Main Street surplus funds being utilized to cover any overage if the study did result in the Commission exceeding its budget allocation.

Motion by Beke supported by Moenck to approve the minutes for the regular meeting of September 21, 2011 as amended.

Ayes: Beke, Couf-Cohen, Goldberg, Hansen, Moenck

Nays: None

Absent: Cupidore, Ettinger, Heisel

Abstain: Hepler

Motion carried.

V. COUNCIL LIAISON REPORT

Sullivan advised that Council appointed Tom Morrow to the Council vacancy created when Kochensparger was elected President, noted that Council approved the installation of the ice rink, and provided a brief overview of the budget amendments approved by Council which Council felt were necessary due to the failure of the Headlee Override request and the resulting deficit. Discussion ensued relative to the budget cuts with Commissioners expressing great concern over the closure of the Kreger House restroom facilities and the removal of the grinder pump as it invalidates the whole premise of the Kreger House funding initiative and the expense incurred for the installation of the pump. Commissioners inquired as to how information relative to the budget amendments will be communicated with Sullivan advising a press release has been transmitted to and published in area newspapers.

Commissioners discussed communication in general with it being noted that using the newspaper as the sole method of communication with Villagers is problematic, potential for other methods of communication, Villagers need to understand the budgetary actions taken by Council, community groups should be contacted for input/suggestions relative to the potential to assist on impacted items such as the closure of the Kreger House restroom facilities, legal requirements relative to placing a second millage request on the ballot, time frame for Council to consider placing a second Headlee Override request on the ballot, need for better communication regarding a future ballot initiative, how to provide input relative to enhancing communications on this topic, potential for a second Headlee Override request to have a different outcome if structured and communicated differently, format of Council workshop meetings, elimination of clerical position, and the plan for the failed Headlee Override request which was to levy a small amount more than what was required to reimburse the general fund over 4-5 years for the deficit that would have occurred this year.

VI. BUDGET EXPENDITURE REPORT

A. Budget Update

Commissioners discussed the FY 2010-2011 budget relative to the parking study impact at great length with it being noted the budget has been revised by Pulker and now shows a FY 2010-2011 overage of approximately \$187.00 with no further action required of staff. Discussion ensued relative to the FY 2011-2012 budget with it being noted the budget allocation is \$10,000.00, budget allocation will be consumed on routine operating expenditures, unanticipated projects will require requesting additional funding from Council, routine expenditures can be reduced by eliminating non-essential meetings which will enable Doozan to devote hours that would have been spent at the cancelled meetings on project related work, anticipated projects (Bed & Breakfast ordinance and By-Laws) can be worked on by Commissioners to minimize use of Doozan's time, administrative matters not just Commission projects are handled by Doozan, and need for the budget to be updated to reflect Council's recent \$1,000.00 cut.

VII. PUBLIC COMMENTS

None.

VIII. UNFINISHED BUSINESS

A. Marijuana Report

Goldberg noted there is nothing new to report on this topic.

IX. NEW BUSINESS

A. Revised By Laws – Discussion and Formation of Sub-Committee

Hansen provided a brief overview and Sullivan noted the review of the existing By Laws is driven by the requirement to have By Laws on file and the recently adopted PC ordinance with Doozan providing additional comments. Commissioners decided to review this as a whole rather than appointing a sub-committee and confirmed action is theirs to take as changes do not need to be approved by Council. Commissioners began the review process as provided below and requested Sullivan to provide an updated draft which the Commission will then review and finalize:

- Table of Contents: Acceptable as proposed;
- Article II A – Authority – first paragraph: Cited enabling authority should be Act 33 of 2008.
Suggested text: Franklin Village is empowered through the Michigan Planning Enabling Act, PA 33 of 2008;
- Article II A – Authority – second paragraph: After considerable discussion, Commissioners agreed on the following suggested text: ...in a manner that is consistent with the Master Plan and does not jeopardize the character of the community as set forth in the Master Plan;
- Article II – A – Authority – third paragraph: Strike;
- Article II – B –Membership: Add caption headings;

- Article II – B – 3 – Membership: Add reference to unless they resign at the beginning of the section;
- Article II – B – 5 – Membership: Change to missing 4 consecutive meetings or 2 unexcused meetings in 12 months, eliminate percentage, clarify regular meetings, eliminate reference to entering into the record;
- Article II – B – 6 – Membership: Change to Village President;
- Article II – B – 7 – Membership: Change to made annually at regularly scheduled July meeting, effective on August 1st and ending on July 31st;
- Article III – A (a) - Officers, Committees, and Duties: Chair shall preside at all meetings, eliminate reference to call/preside at special meetings and relative to Chair of Board;
- Article III – A (b) –Officers, Committees, and Duties: Vice Chair – Acceptable;
- Article III – A (c) –Officers, Committees, and Duties: Secretary – Acceptable;
- Article III – A (d) –Officers, Committees, and Duties: Recording Secretary – Take language from Charter relative to Clerk having responsibility for the minutes, suggested text: Meeting minutes of all procedures... shall be recorded and maintained by the Village Clerk or designee as stipulated in the Village Charter;
- Article III – B –Election of Officers - Officers, Committees, and Duties: Acceptable;
- Article III – C –Committees and Duties - Officers, Committees, and Duties: Change to reports and recommendations from any committee shall be presented to the Commission for action; Add new Article IV relative to Finance and include section on Budget Expenditures; eliminate finance committee language; include language relative to incurs no debts or obligations unless necessary funds are provided; include paragraph relative to Chair is authorized to make expenditures consistent with approved budget with the Commission formally considering proposed expenditures outside the scope of the approved budget; and
- Article III – D –Employees and Consultants - Officers, Committees, and Duties: Strike.

B. Bed and Breakfast Sample Ordinances Discussion

Hansen provided a brief overview/update and noted the task is to decide how to proceed. Commissioners reviewed Doozan's memo dated October 13, 2011 and requested Doozan to revise the term sheet based on tonight's discussion, utilizing his normal Village hours, for consideration at the Commission's next meeting. Commission comments focused on the following main points:

- Located in a historically significant building or area: Agreed;
- Existing single-family neighborhood: Overlay may be the way to proceed, Don't want to be too specific, Review map of HDC and downtown area;
- Compatible with neighborhood: Not necessary if overlay;
- Located in principal building: Allow for accessory buildings to be part of the B & B, just not the sole portion dedicated to a B & B;
- Lighting: Needs to be addressed;
- Sleeping Rooms: No limit, require common area, require kitchen, require place to eat, require at least one minimum room size, investigate size standards, temporarily leave dimensions in and shift to committee for further consideration;
- Parking: 2 spaces for main residence and one space for each rented room, parking ordinance would still apply and that language should be looked at, allowing tandem parking especially tandem parallel parking would preserve green space, consider adding language to permit tandem if other cars would not need to be moved, Commissioners to look at what currently is in Village that might impact this section;

- Signs: Include section within sign ordinance in process, allow for sign on house and possibly in front, specify locations and types within sign ordinance, cross reference that section in this ordinance;
- Owner occupied: Agreed;
- Structure remain residential: Agreed;
- Meals: Limited to breakfast provided to guests;
- Maximum Length of Stay: Agreed to 14 days;
- Fire Safety: Agreed;
- Bathrooms: Minimum requirement is one separate from owner's; and
- Review Process: Discretionary, Special Land Use Permit and site plan required, business license required, serving of alcohol not an issue.

Discussion ensued with Commissioners agreeing to continue working on this ordinance as a Committee of the whole and to limit discussion to one hour each meeting. Time frame for submission of the revised term sheet was discussed with Hansen noting the November or December meeting will likely be cancelled and other business may drive which one but to tentatively plan on submitting the revised term sheet for further consideration at the November meeting.

Hepler inquired whether it is possible to raise building fees/penalties and whether Council is currently considering this as it is apparent the Village is not charging enough to cover related costs with Sullivan noting there are standards that drive the fees which must be a function of the estimated costs of the improvement and with it being noted this is a topic for Council to consider.

X. UPCOMING MEETING DATES

A. Next Regular Meeting Date: November 16, 2011, 7:30 P.M.

XI. ADJOURNMENT

Motion by Moenck supported by Hepler to adjourn the meeting.

Ayes: Beke, Couf-Cohen, Goldberg, Hansen, Hepler, Moenck

Nays: None

Absent: Cupidore, Ettinger, Heisel

Motion carried.

There being no further business, the meeting adjourned at 9:53 P.M.

Respectfully submitted,

Lori D. Rich, Recording Secretary

Eileen H. Pulker, Clerk

Village of Franklin Planning Commission October 19, 2011 Meeting To Do List

- 1) Minutes:
 - a. Move Huda discussion to below McKenna contract voting block
 - b. Add language to budget discussion relative to other Boards/Commissions' surplus funds being transferred to PC to cover the overage incurred as a result of the parking study.

- 2) PC Budget:
 - a. Update budget to reflect Council's recent \$1,000.00 reduction
- 3) Bylaws:
 - a. Sullivan to update draft and transmit via e-mail if possible
- 4) Bed & Breakfast Ordinance:
 - a. Doozan to revise term sheet for review at November meeting if possible within his normal hours
 - b. Doozan to determine if there are any sleeping room dimension standards
 - c. Administration to bring map of HDC and downtown area to next meeting
 - d. Commissioners to look around the Village to enhance further discussion of items such as parking