

**VILLAGE OF FRANKLIN  
PLANNING COMMISSION  
Minutes of Meeting  
August 21, 2013**

**I. MEETING CALLED TO ORDER**

The regular meeting of the Village of Franklin Planning Commission was called to order by Vice Chair, Connie Ettinger, at the Franklin Village Hall, 32325 Franklin Road, Franklin, MI, at 7:30 P.M.

**II. ROLL CALL**

Present: Karen Couf-Cohen, Calvin Cupidore, Connie Ettinger, Peter Halick, Mike Heisel, Dean Moenck, Bill Sheppard, Bob Wilke

Absent: None.

Also Present: Planning Consultant, Sarah Traxler, McKenna & Associates, Assistant Planner, Laura Haw, McKenna & Associates, Village Administrator, Amy Sullivan, Village Clerk, Eileen Pulker

**III. CONSIDER APPOINTING NEW PLANNING COMMISSION OFFICERS**

**Motion by Heisel supported by Couf-Cohen to appoint Connie Ettinger as the Chairman of the Planning Commission.**

Ettinger requested other nominees with no other nominees being put forward for consideration.

**Ayes: Couf-Cohen, Cupidore, Ettinger, Halick, Heisel, Moenck, Sheppard, Wilke**

**Nays: None**

**Motion carried.**

**Motion by Moenck supported by Ettinger to appoint Mike Heisel as the Vice-Chair of the Planning Commission.**

Ettinger requested other nominees with no other nominees being put forward for consideration.

Discussion ensued as to whether the Commission should consider the Secretary position or keep the status-quo with the consensus being to appoint a Commission member to this position.

**Ayes: Couf-Cohen, Cupidore, Ettinger, Halick, Moenck, Sheppard, Wilke**

**Nays: None**

**Abstain: Heisel**

**Motion carried.**

**Motion by Heisel supported by Ettinger to reappoint Calvin Cupidore as the Secretary of the Planning Commission.**

Ettinger requested other nominees with no other nominees being put forward for consideration.

**Ayes: Couf-Cohen, Ettinger, Halick, Heisel, Moenck, Sheppard, Wilke**

**Nays: None**

**Abstain: Cupidore**

**Motion carried.**

**IV. ADOPTION OF AGENDA**

**Motion by Moenck supported by Cupidore to approve the Agenda as submitted.**

**Ayes: Couf-Cohen, Cupidore, Ettinger, Halick, Heisel, Moenck, Sheppard, Wilke**

**Nays: None**

**Motion carried.**

**V. MINUTES**

**A. Regular Meeting of May 15, 2013**

Discussion ensued as to whether one can approve minutes for a meeting at which they were not present with Clerk Pulker advising this is permitted under Robert's Rules of Order, if the minutes are reflective of normal procedures at a meeting.

**Motion by Heisel supported by Cupidore to approve the minutes for the regular meeting of May 15, 2013 as submitted.**

**Ayes: Couf-Cohen, Cupidore, Ettinger, Halick, Heisel, Moenck**

**Nays: None**

**Abstain: Sheppard, Wilke**

**Motion carried.**

**B. Regular Meeting of June 19, 2013**

**Motion by Cupidore supported by Ettinger to approve the minutes for the regular meeting of June 19, 2013 as revised as provided at the meeting.**

**Ayes: Couf-Cohen, Cupidore, Ettinger, Halick, Heisel, Moenck**

**Nays: None**

**Abstain: Sheppard, Wilke**

**Motion carried.**

**VI. BUDGET EXPENDITURE REPORT**

**A. Budget Update**

Ettinger introduced this item noting the new format. Sullivan advised the format (Profit & Loss budget vs. Actual) provides the Commission with current percentage spent of budget on two line items (Planning Commission and Master Plan) on a month-to-month basis which will enable the Commission to timely address anomalies. Discussion ensued regarding the new vs. historical format and the pros and cons of each. Commissioners noted the new format is more summarized and inquired as to whether more detailed information is being retained which could be considered by the Commission if there is an anomaly that needs to be addressed or an indication that a line item is trending the wrong way with Sullivan answering in the affirmative. Commissioners also discussed oversight of the Planning Consultant's contract especially in light of the recent change in that financial relationship. The consensus of the Commission was to move forward with this new format, request supporting detail when warranted, and preserve meeting time to be more focused on planning matters as opposed to over-analyzing normal budget matters.

**VII. COUNCIL LIAISON REPORT**

Sullivan provided a brief overview of Council's recent considerations/actions that impact the Commission noting the following:

- Wilke and Sheppard were appointed to the Commission with Hepler and Beke exiting;
- The FCA has requested Council to reevaluate the idea of pathways on major roads in the Village with Council considering whether the appropriate venue to gauge community interest, and conduct the necessary public hearings would be Council or Planning Commission. Discussion ensued regarding the recent failed initiative, concerns relative to other upcoming millage issues, prior ballot language, potential to seek a phased/less costly project, and prior Planning Commission Pathway Committee recommendations. The benefit of a FCA petition/survey to gauge community interest was noted; and
- Pam Hansen, Village Council, donated a Parliamentary Procedure workshop with Council scheduling that for October 14th, 6:00 – 7:30 P.M., Council meeting to immediately follow, and light dinner at 5:30 P.M. The workshop will be open to all Board/Commission members and Village Trustees and further information will be sent out shortly.

**VIII. PUBLIC COMMENTS**

Ettinger requested comments on non- agenda items and requested agenda related comments be brought forth when the item is considered.

- Mira Stakhiv, Crestwood Drive, referred to the Oakland County Planning Design Certification program in the packet and requested whether someone would be coordinating interested parties to attend as there is a discount for groups of seven (7) or more, noting she will be attending the educational portion as this enables her to be better prepared. Stakhiv also noted that many of the

Commission's points relative to pathways were also raised at Council's recent workshop; however, Council at this point is focused on determining the proper venue to receive public input.

- Ettinger publically thanked and commended outgoing Commission members Al Beke, David Goldberg, and Mary Hepler for their excellent service and loyalty to the Village. Discussion ensued regarding formal recognition of their service.

**Motion by Heisel supported by Couf-Cohen to send a formal letter of recognition and appreciation to the outgoing Commission members from the Planning Commission itself.**

**Ayes: Couf-Cohen, Cupidore, Ettinger, Halick, Heisel, Moenck**

**Nays: None**

**Abstain: Sheppard, Wilke**

**Motion carried.**

## **IX. PUBLIC HEARING**

### **A. Wireless Telecommunication Facilities Ordinance Revision**

- Chair Ettinger opened the public hearing at 8:01 P.M.

Heisel raised a point of order requesting a brief overview to assist in framing the discussion. Ettinger noted the proposed revisions would bring the ordinance into compliance with recently changed state law with Sullivan concurring and further noting the major revisions pertain to the time provided to review an application and limits placed on fees charged to an applicant.

- As no one from the public responded to the Call to the Public, Chair Ettinger closed the public hearing at 8:03 P.M.

### **B. Sign Ordinance Revision**

- Chair Ettinger opened the public hearing at 8:03 P.M and provided a brief overview noting the proposed revision addresses banner signs with Sullivan in agreement.
- As no one from the public responded to the Call to the Public, Chair Ettinger closed the public hearing at 8:03 P.M.

## **X. UNFINISHED BUSINESS**

### **A. Consider Wireless Telecommunication Facilities Ordinance Revision**

Upon request, Traxler provided additional detail relative to height constraints/considerations noting the language is required and is taken from the revised statute. Discussion ensued regarding survey and Village accountability, Master Plan Update to include review of adequacy of current system, and procedure.

**Motion by Ettinger supported by Heisel to approve the revisions to the Wireless Telecommunication Facilities Ordinance as submitted and recommend approval to Village Council.**

Discussion ensued whether there have been overtures to the Village for a network with it being noted Council has not directed the Commission to take that item on and the topic itself can be polarizing. The current distributive antennae system was also discussed with Pulker and Moenck providing additional detail. Moenck advised he has a conflict of interest and recused himself from the vote.

**Ayes: Couf-Cohen, Cupidore, Ettinger, Halick, Heisel, Sheppard, Wilke**

**Nays: None**

**Abstain: Moenck**

**Motion carried.**

### **B. Consider Sign Ordinance Revision**

Ettinger provided a brief introduction noting the only change is with respect to temporary signs and referred to the table at the back of the Ordinance. Heisel noted a typographical error on the footnote and Sheppard pointed out an instance of a code violation relative to a "Home for Sale" private sign.

Discussion ensued regarding non compliance/enforcement and communication of the Ordinance post adoption with Sullivan advising the Village works with businesses on a case-by-case basis and coaches

them through the process. Specific merchant signage was also discussed with Sullivan noting when a violation is seen the best remedy is to call the police.

**Motion by Ettinger supported by Moenck to approve the revisions to the Sign Ordinance as submitted and recommend approval to Village Council.**

**Ayes: Couf-Cohen, Cupidore, Ettinger, Halick, Heisel, Moenck, Sheppard, Wilke**

**Nays: None**

**Motion carried.**

Heisel brought up the prioritization of projects which had been in the work-in-progress stage from a previous Commission meeting. Discussion ensued with Ettinger and Sullivan agreeing to meet and prioritize projects using Dean Moenck's submittal (which will be redistributed to Commission members for further input) as a starting point prior to the next meeting.

## **XI. NEW BUSINESS**

### **A. Consider Master Plan Update**

Ettinger referred to the copy provided in the packets and provided a brief introduction noting the Master Plan update ("MP Update") can be an arduous process, certainly is important, and is legally mandated to be considered every five (5) years. Traxler advised a MP typically covers ten (10) to fifteen (15) years and there is a requirement to revisit the MP every five (5) years noting revisiting is the requirement – the record can simply reflect if appropriate that all or portions of it are fine. It was also noted the MP is posted on the Village's website.

Ettinger referred to McKenna correspondence provided in the packet noting it is an estimate of McKenna's hours/costs to assist with the MP Update. It was noted that previously the Commission had discussed targeted areas to focus on during the MP Update process as the key deliverables and that overall, the current MP is very well done. Ettinger requested Commissioners to read the current MP in its entirety prior to the next meeting, jot down items of significance that merit attention, and referred to the submitted "Proposed Approach for Drafting the Village of Franklin 2014 MP Update", requesting Commissioners be prepared to select a task they are passionate about to oversee during the MP Update process to potentially reduce Village costs. Sullivan reviewed the proposed process, noting McKenna would receive direction from the Commission at one meeting per the timeline, consolidate that into a draft which would then be considered at the next meeting, receive input from the Commission at that meeting on the next task on the timeline, and so forth until the MP Update process is finalized with a recommendation from the Commission being provided to Council. It was noted there are two tasks on the timeline relating to receiving public input. Discussion ensued regarding benefits of those as well as timing of the December Public Forum (visioning session; introduction of the process) with it being noted the agenda would be posted and at each Commission meeting the public would also have an opportunity to be heard. Traxler provided a brief overview of the public input process noting from a cost perspective, capturing public input is expensive and there is a wealth of public information from other Village forums/projects. Ettinger requested Commissioners to provide comments to Sullivan regarding Chapter 1 which she and Sullivan would then consolidate into a format for discussion purposes at the next meeting. Commissioners noted that during the MP Update process other items for consideration should be limited to the extent it is possible to do so. A suggestion was made to incorporate some measure of a sense of completion/ease of accomplishment/need into the material with Traxler advising she will discuss with Doozan and Sullivan and provide in some sort of table format at the next meeting.

Mira Stakhiv, Crestwood Drive, opined the MP is an excellent document and shared that she gets the sense the Commission is anxious to change it substantially. Ettinger noted the Commission has noted the high quality of the document they are starting with and that "review" does not equate to "revise" – it will simply be revised where necessary.

**XII.UPCOMING MEETING DATES**

**A. Next Regularly Scheduled meeting, September 18, 2013**

**XIII.ADJOURNMENT**

**Motion by Sheppard supported by Couf-Cohen to adjourn the meeting.**

**Ayes: Couf-Cohen, Cupidore, Ettinger, Halick, Heisel, Moenck, Sheppard, Wilke**

**Nays: None**

**Motion carried.**

There being no further business, the meeting adjourned at 9:00 P.M

Respectfully submitted,

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Lori D. Rich, Recording Secretary

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Eileen H. Pulker, Clerk

**PLANNING COMMISSION**

**To Do List**

**August 21, 2013 Meeting**

- 1. PC Letter of recognition to outgoing Commission members**
- 2. Sign Ordinance:**
  - Typo in footnote
- 3. Prioritization of projects**
  - Moenck submitted list to be redistributed to Commissioners
  - Ettinger and Sullivan to format prioritization for discussion at next meeting
- 4. Master Plan Update**
  - Commissioners to read MP in its entirety
  - Commissioners to select task they are passionate about to oversee
  - Commissioners to provide comments re Chapter 1 to Sullivan
  - Traxler to prepare table incorporating completion/ease of accomplishment/need for next meeting