

**VILLAGE OF FRANKLIN  
PLANNING COMMISSION  
Minutes of Meeting  
November 16, 2011**

**I. MEETING CALLED 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 7:32 P.M.

**II. ROLL CALL**

Present: Al Beke, Karen Couf-Cohen, Calvin Cupidore, David Goldberg (arrived at 7:39 P.M.), Pam Hansen, Mike Heisel, Mary Hepler, Dean Moenck

Absent: Connie Ettinger (excused)

Also Present: Planning Consultant Christopher Doozan-McKenna and Associates, Village Administrator Amy Sullivan, Village Clerk Eileen Pulker

**III. ADOPTION OF AGENDA**

**Motion by Hepler supported by Cupidore to approve the agenda as submitted.**

**Ayes: Beke, Couf-Cohen, Cupidore, Hansen, Heisel, Hepler, Moenck**

**Nays: None**

**Absent: Ettinger, Goldberg**

**Motion carried.**

**IV. ADOPTION OF MINUTES**

**A. Regular Meeting of October 19, 2011**

Hepler requested the first paragraph on page 2 be struck, Moenck requested "suggested" be changed to "requested" under Adoption of Minutes, and Moenck requested the discussion relative to the revised By Laws, Article III C, under New Business A, be corrected as follows: Chair is authorized to make routine expenditures consistent with approved budget with the Commission formally considering non-routine expenditures as well as proposed expenditures outside the scope of the approved budget.

Goldberg arrived at 7:39 P.M.

**Motion by Hepler supported by Moenck to approve the minutes for the regular meeting of October 19, 2011 as revised.**

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

**Nays: None**

**Absent: Ettinger**

**Abstain: Heisel**

**Motion carried.**

**V. COUNCIL LIAISON REPORT**

Sullivan advised that Council approved two millage ballot proposals, one for fire services to bring the millage back up to the amount authorized in the Charter and one for police services and general fund for a maximum of .4 mills and limited to four (4) years. Discussion ensued regarding the police services and general fund ballot proposal and general fund deficit. Sullivan advised that Council is considering moving Village elections to a November even year schedule, approved an addendum to the Personnel Manual for non-union employees regarding the reduced work week, set the Village calendar of meetings for 2012, and had a spirited discussion relative to the Village website with community and Commission feedback requested.

**VI. BUDGET EXPENDITURE REPORT**

**A. Budget Update**

Sullivan provided a brief overview. Commissioners discussed the amended budget, the pros and cons of reallocating \$1,000 from Master Plan to Secretarial Services, and process for formally approving v. accepting the amended allocations.

**Motion by Cupidore supported by Hepler to reallocate \$1,000.00 from Master Plan to Secretarial Services for the FY 2012 budget.**

**Ayes: Beke, Couf-Cohen, Cupidore, Goldberg, Hansen, Heisel, Hepler,**

**Nays: Moenck**

**Absent: Ettinger**

**Motion carried.**

**VII. PUBLIC COMMENTS**

Beke noted the County was to provide the data from the charette to Main Street which, through an RFP, was to have the data compiled into a useable format, and requested a status update. Hansen advised that Main Street had recently received the information from the County which the Board would be considering at its next meeting and an RFP has been drafted, but funding for an outside consultant is dependent upon the receipt of grant funds. Discussion ensued regarding the Parking Study and the charrette with Hansen providing a brief overview, noting the Parking Study was a Council request to the Commission the results of which were presented to Council and provided as input to the charrette, which was an activity conducted by Main Street. Hansen further noted Main Street is focused on finding outside funding as its budget has been reduced by 25%. Commissioners requested a Main Street update be included on future agendas. Hansen noted a Commission liaison is needed for the Main Street Design Committee and asked that if someone has interest in this role that they contact her. .

**VIII. UNFINISHED BUSINESS**

**A. Marihuana Report**

Goldberg advised there is nothing of substance to report since the last meeting.

**B. Revised By Laws Review**

Commissioners reviewed the By Laws as follows:

Article II – B (5): Commissioners discussed changes made to this section and agreed to change as follows: “...shall be considered nonfeasant and subject to Article II B(4)”; change “term” to “period”;

Article II – B (7): Term is effective on July 1st and ends on June 30th;

Article III a (2nd para): Move to Article IV; add the Planning Commission administrative budget shall be approved by the Commission;

Article IV – B: Funds may only be drawn from the Planning Commission budget for all routine expenses and all approved projects upon the authorization of the Planning Commission Chair and the Village Administrator consistent with the established Planning Commission budget; Incorporate change noted above; Add language relative to if the Planning Commission agrees to take on a project that requires additional funding, the Chair is authorized by motion and vote in favor, to request additional funding from Council;

Article IV – Stand alone section relative to process to amend the budget, incorporating the above as appropriate;

Article V: The meeting shall be held on the third Wednesday of each month (strike the rest of the sentence); change one week notice to comport with OMA18 hour minimum requirement;

Article V – A: Change title to Voting - Quorum;

Article V – B: Change title to Voting – Rezoning/Site Plan Approval/Special Land Use: insert “an issue related to rezoning, site plan approval, or special land use” in the first sentence; strike second sentence;

Article V – C 1: Include in-laws (all);

Article V – C 3: Strike; and

Article V – D: end sentence after "...may be cancelled by the Chair".

**C. Bed and Breakfast Ordinance Review**

Hansen provided a brief introduction. Doozan reviewed his Memo to the Commission dated November 11, 2011 and changes made to his letter dated October 20, 2011, pursuant to discussion at the October Commission meeting, and advised the next step would be to put in Ordinance form.

Hansen inquired on how to proceed in the most cost-effective manner, with Doozan advising, utilizing the retainer; he could provide an amendment to the existing zoning ordinance, with the Commission in agreement.

Discussion ensued regarding minimum room size, whether the amendment would include what a petitioner would have to submit to the Village, time-frame, and consideration of overlay district boundaries.

**Motion by Moenck supported by Hepler to engage the Village's Planning Consultant to consolidate the B & B discussion bullet points into ordinance format with only a reference to the overlay district map.**

Commissioners discussed process, benefits of reviewing the material in ordinance format, what prompted a B & B consideration, whether genuine intent can be clarified in general, and overlay district boundaries with Hepler agreeing to review and suggest boundaries.

**Ayes: Beke, Couf-Cohen, Cupidore, Goldberg, Hansen, Heisel, Hepler, Moenck**

**Nays: None**

**Absent: Ettinger**

**Motion carried.**

Hansen noted that scheduling of a December meeting will be dependent upon whether a site plan comes in from Huda School. Doozan was requested to provide information relative to whether the home occupation ordinance needed to be reviewed in light of a B & B Ordinance.

**IX. UPCOMING MEETING DATES**

**A. Next Regular Meeting Date: December 14, 2011, 7:30 P.M. (if needed)**

**X. ADJOURNMENT**

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

**Ayes: Beke, Couf-Cohen, Cupidore, Goldberg, Hansen, Heisel, Hepler, Moenck**

**Nays: None**

**Absent: Ettinger**

**Motion carried.**

There being no further business, the meeting adjourned at 10:00 P.M.

Respectfully submitted,

---

Lori D. Rich, Recording Secretary

---

Eileen H. Pulker, Clerk

**Village of Franklin Planning Commission November 16, 2011 Meeting  
To Do List**

- 1) Minutes:
  - a. Strike discussion, first paragraph, top of page 2
  - b. Correct By Laws discussion, Article III C to: Chair is authorized to make routine expenditures consistent with approved budget with the Commission formally considering non-routine expenditures as well as proposed expenditures outside the scope of the approved budget
  - c. Change “suggested” to “requested” under Minutes discussion
- 2) Agendas:
  - a. Include Main Street Update
- 3) Budget:
  - a. Move 1K from Master Plan to Secretarial Services
- 4) By Laws:
  - a. Sullivan to incorporate changes per Commission discussion
- 5) Bed & Breakfast Ordinance:
  - a. Doozan to draft in Ordinance form
  - b. Hepler to suggest boundaries for overlay district and submit to Administration
  - c. Doozan to provide information relative to home occupation change if B & B ordinance is adopted.